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Date of receipt at the International Bureau: 24 January 2005 (24.01.2005)

Remark: Priority document submitted or transmitted to the International Bureau in compliance with Rule 17.1(a) or (b)

1272274

THE UNITED STATES OF AMERICA

TO ALL TO WHOM THESE PRESENTS SHALL COME:

UNITED STATES DEPARTMENT OF COMMERCE

United States Patent and Trademark Office

January 11, 2005

THIS IS TO CERTIFY THAT ANNEXED HERETO IS A TRUE COPY FROM THE RECORDS OF THE UNITED STATES PATENT AND TRADEMARK OFFICE OF THOSE PAPERS OF THE BELOW IDENTIFIED PATENT APPLICATION THAT MET THE REQUIREMENTS TO BE GRANTED A FILING DATE.

APPLICATION NUMBER: ***60/529,634***
FILING DATE: ***December 12, 2003***
RELATED PCT APPLICATION NUMBER: ***PCT/US04/41597***

UNITED STATES PATENT AND TRADEMARK OFFICE
DEPARTMENT OF COMMERCE

Certified By

Jon W Dudas

Under Secretary
of Commerce for Intellectual Property
and Acting Director of the
Unites States Patent and Trademark Office

17236 U.S. PTO
121203

60/529634
121203
19587 U.S. PTO

PTO/SB/16 (08-03)
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PROVISIONAL APPLICATION FOR PATENT COVER SHEET

This is a request for filing a PROVISIONAL APPLICATION FOR PATENT under 37 CFR 1.53(c).

Express Mail Label No. EV 402005134 US

INVENTOR(S)

Given Name (first and middle [if any])	Family Name or Surname	Residence (City and either State or Foreign Country)
MICHAEL	STOCKTON	HOUSTON, TX
WILL	BALLARD	AUSTIN, TX

Additional inventors are being named on the 2ND *separately numbered sheets attached hereto*

TITLE OF THE INVENTION (500 characters max)

DIGITAL DOCUMENT MANAGER AND ON-LINE LETTER OF CREDIT DOCUMENT NEGOTIATION PLATFORM

Direct all correspondence to: **CORRESPONDENCE ADDRESS**

☑ Customer Number: 27412

OR

☑ Firm or Individual Name	RAYMOND M. GALASSO				
Address	SIMON, GALASSO & FRANTZ PLC				
Address	P.O. BOX 26503				
City	AUSTIN	State	TX	Zip	78755-0503
Country	USA	Telephone	512.372.8240	Fax	512.372.8247

ENCLOSED APPLICATION PARTS ***(check all that apply)***

☑ Specification *Number of Pages* 116
☐ Drawing(s) *Number of Sheets* ______
☐ Application Date Sheet. See 37 CFR 1.76
☐ CD(s), Number ______
☑ Other (specify) TransLtr;confpstcrd

METHOD OF PAYMENT OF FILING FEES FOR THIS PROVISIONAL APPLICATION FOR PATENT

☑ Applicant claims small entity status. See 37 CFR 1.27.
☐ A check or money order is enclosed to cover the filing fees.
☑ The Director is herby authorized to charge filing fees or credit any overpayment to Deposit Account Number: 50-1259
☐ Payment by credit card. Form PTO-2038 is attached.

FILING FEE Amount ($): $80.00

The invention was made by an agency of the United States Government or under a contract with an agency of the United States Government.

☑ No.
☐ Yes, the name of the U.S. Government agency and the Government contract number are: ______

Respectfully submitted,

SIGNATURE [signature]

TYPED or PRINTED NAME RAYMOND M. GALASSO

TELEPHONE 512.372.8240

Date DECEMBER 12, 2003

REGISTRATION NO. 37,832
(if appropriate)
Docket Number: 1708.030002

USE ONLY FOR FILING A PROVISIONAL APPLICATION FOR PATENT

PROVISIONAL APPLICATION COVER SHEET
Additional Pag

PTO/SB/16 (08-03)
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U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

Docket Number 1708.030002

INVENTOR(S)/APPLICANT(S)

Given Name (first and middle [if any])	Family or Surname	Residence (City and either State or Foreign Country)
DALLAS	GOODMAN	ABERNATHY, TX

Number 2 of 2

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12/12/03 17236 U.S. PTO

PATENT

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Application of: Michael Stockton, Will Ballard and Dallas Goodman	By the Examiner:
Serial No.:	Group Art Unit:
Filed: December 12, 2003	
Title: DIGITAL DOCUMENT MANAGER AND ON-LINE LETTER OF CREDIT DOCUMENT NEGOTIATION PLATFORM	

CERTIFICATE OF MAILING BY EXPRESS MAIL

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Date of Deposit: December 12, 2003
I hereby certify that this paper or fee is being deposited with the U.S. Postal Service "Express Mail Post Office to Addressee" service under 37 CFR 1.10 on the date indicated above and is addressed to:
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P.O. Box 1450
Alexandria, VA 22313-1450

Type or Print Name Martha Rocha

Martha Rocha
Signature

Mail Stop Provisional Application
Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450

Dear Sir:

TRANSMITTAL LETTER

Transmitted herewith for filing in the above-identified provisional application for patent are the following documents:

1. Form PTO/SB/16 Provisional Application for Patent Cover Sheet (2pp);
2. Specification (116 pp);
3. Confirmation Postcard. Please file-stamp and return.

The Commissioner is hereby authorized to charge the filing fees and/or credit any overpayment associated with this communication to Simon, Galasso & Frantz Deposit Account Number: 50-1259 under Reference No. 1708.030002.

Respectfully submitted,
Michael Stockton et al.

By: [signature]
Raymond M. Galasso
Reg. No. 37,832

SIMON, GALASSO & FRANTZ PLC
P.O. Box 26503
Austin, TX 78755-0503
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TRADE|TECHNOLOGIES

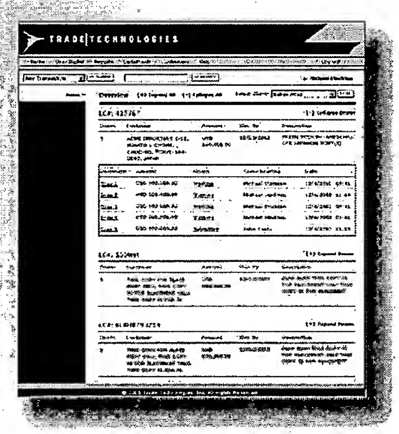
Trade Technologies Digital Document Manager™

On-line Letter of Credit Document Negotiation Platform for Banks

Trade Technologies' Digital Document Manager is a comprehensive Internet-based solution that provides an on-line customer interface between financial institutions and their global corporate clients for end-to-end management of export letter of credit transactions. Digital Document Manager gives your exporting clients the ability to present UCP 500 compliant letter of credit documents to your examination offices via the Internet. Trade Technologies has demonstrated that its global financial settlements platform provides the following benefits to your exporting clients:

- Improves the accuracy of export letter of credit documentation
- Reduces days sales outstanding (DSO)
- Cuts direct documentation and payment processing costs
- Increases operational efficiencies and collaboration among all parties, including remote employees, financial institutions and third-party service providers
- Provides an immediate return on investment

Digital Document Manager essentially converts a commodity bank service – trade document examination – into a competitive advantage helping financial institutions improve customer service and increase trade services fee revenue from existing and newly acquired customers.



Digital Document Manager Capabilities at a Glance

Increase fee-based revenues by adding new customers and providing enhanced service to existing customers

- Digital delivery of documents results in lower costs and accelerated payment to exporters looking to improve working capital

Balance workload across examination processing centers and better utilize staff

- Examiners are immediately notified by email when documents are presented
- Documents can be retrieved by the most advantageous examination office via the Internet
- Provides secure, role-based access to application at any time from anywhere through an intuitive, common web interface

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sales@tradetechnologies.com | www.tradetechnologies.com
512.327.9996 p | 512.233.2819 f

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DATA SHEET

Achieve pricing advantage through significantly reduced expenses such as courier fees and document storage costs

- Allows immediate access and printing of original documents at any location authorized by the Bank
- Provides a centralized, secure document repository eliminating the need for storing and maintaining paper files

Show immediate ROI with a rapidly deployable, low maintenance web-based solution

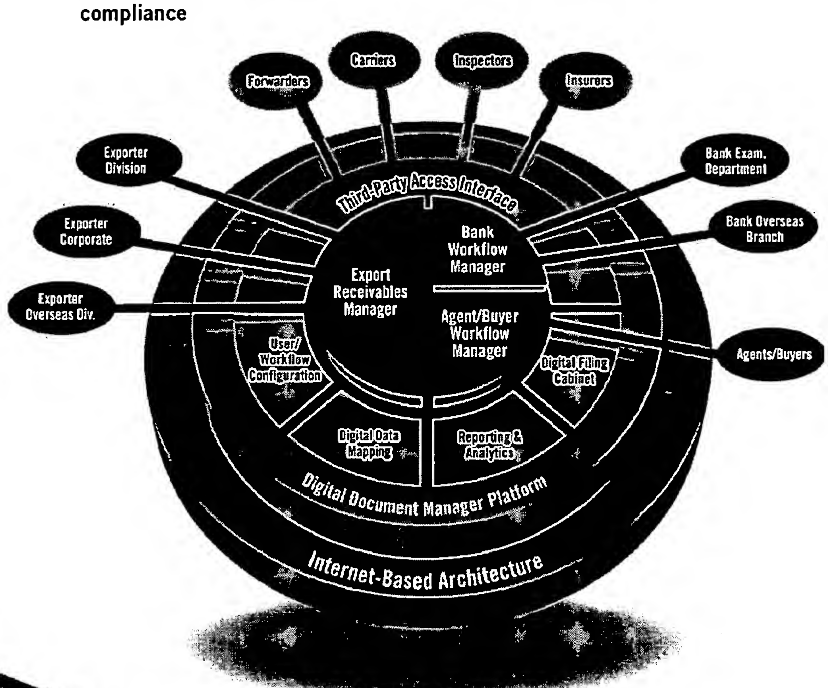
- Requires no dedicated IT resources to maintain – no new hardware to buy or software to install

Mitigate risk and potential Bank liability

- Supports and enforces each Bank's internal policies and procedures through custom configured examination workflow
- Provides a reliable digital system of record and online discrepancy resolution
- Complies with all UCP 500 requirements

Increase document examiner efficiency with improved document accuracy and reduced discrepancies

- Immediate online discrepancy resolution quickly clears documents from examiners' desks
- Tracks the examiner, examiner's location, status of the transaction, events, and creates time stamps for each event
- Allows operations and risk managers to access original documents to ensure compliance



ABOUT TRADE TECHNOLOGIES, INC.

Trade Technologies is an enterprise software and document preparation services company delivering innovative and pragmatic Internet-based global trade payment solutions to exporting companies and financial institutions.

Trade Technologies' solutions are distinct in their ability to seamlessly and digitally manage the entire international trade documentation process from document creation to payment. The benefit is a direct and measurable improvement to profitability through accelerated receivables collection, lower transaction costs and better reporting.

Founded in 1999, Trade Technologies is privately held and based in Austin, Texas. The Company's customers include large distributed manufacturers, commodities traders and international trade banks.

Sales Offices:

Atlanta:
770.487.1334

Houston:
713.932.9865

San Francisco:
415.346.2695

www.tradetechnologies.com

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TRADE|TECHNOLOGIES

Trade Technologies Digital Document Manager™
Global Trade Receivables Management Platform For Exporters

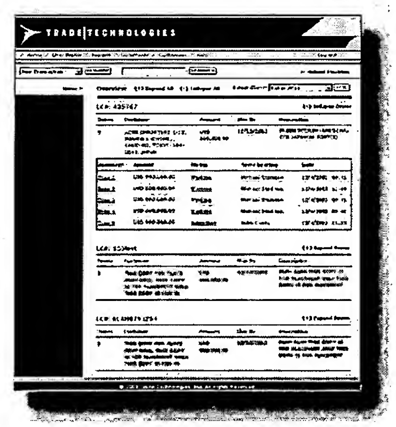
Trade Technologies' Digital Document Manager is a comprehensive Internet-based solution that streamlines complex international trade documentation and settlement processes for global exporters. Digital Document Manager can be easily configured to effectively support any organization's unique receivables processes from open account to letter of credit transactions inside one flexible application. Regardless of an exporter's size or industry, Trade Technologies has demonstrated that its global financial settlements solution:

- Improves the accuracy of international trade documentation
- Reduces days sales outstanding (DSO)
- Cuts direct documentation and payment processing costs
- Increases operational efficiencies and collaboration among all users, including remote employees, financial institutions and third-party service providers
- Provides an immediate return on investment

Digital Document Manager Capabilities at a Glance

Workflow that controls the creation, review, approval, and distribution of accurate global trade documents

- Includes customized document library created from each exporter's paper shipping documents so users see on the screen what they usually see on paper
- Writes data directly from the letter of credit or other source file to required documents, eliminating manual data entry errors
- Maps and cross-references data across the requisite documents creating integrated and consistent "smart documents"
- Supports and enforces each exporter's internal documentation policies and procedures through custom configured workflow
- Enables original, executed trade documents to be electronically presented and/or printed



Flexible, secure and reliable means of presenting trade documents via the Internet

- Provides secure, role-based access at any time from anywhere through an intuitive, common web interface
- Enables secure document sharing with encrypted information exchange and digitized signatures
- Tracks document revisions and creates a time stamp for each transaction event

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Upload and archive documents, communications and file information into one common content platform and repository

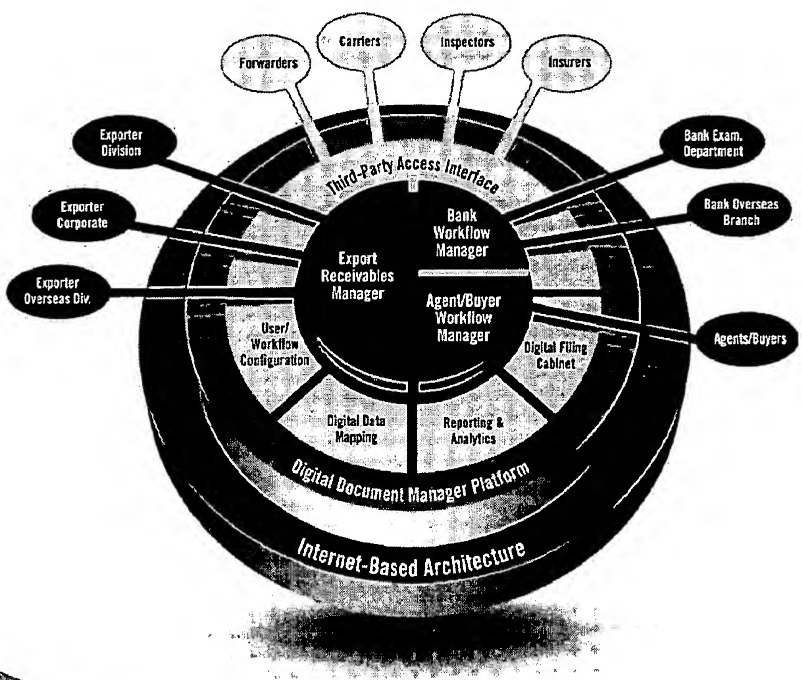
- Provides a centralized, secure digital system of record eliminating the need for storing and maintaining paper files
- Allows third parties, such as freight forwarders and insurance providers, to upload supporting documentation
- Allows users to quickly and easily search for and retrieve documents from any location

Real-time trade receivables reporting and business intelligence to proactively manage cost and risk

- Enables exporters to analyze key performance metrics including transaction fees, country risk and customer credit exposure
- Provides enterprise-wide visibility and a means for measuring current status and trends across dispersed global business units

Hosted, web-service for rapid deployment, low maintenance and immediate ROI

- Requires no dedicated IT resources to maintain – no new hardware to buy or software to install
- Permits trade receivables data to be easily exported to, and imported from, a flat file for quick, accurate data exchange with your ERP or accounting application
- Provides reliable and secure access to data and application through redundant systems architecture



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Trade Technologies' Letter of Credit Documentation Outsourcing

Complying with the document requirements of export letters of credit is tedious and difficult work for every credit department. In fact, as many as 80% of all trade document presentations under letters of credit are found to be erroneous and must be amended at least once in order to trigger payment. By outsourcing your letter of credit documentation to Trade Technologies, you can minimize the time your staff spends on letter of credit documents and get paid faster.

Time is money and completing letter of credit documentation accurately requires a skill-set that can only be learned through experience. The Trade Technologies team of experienced professionals utilizes its proprietary technology, Digital Document Manager, to provide exporters with:

- Improved accuracy of export letter of credit documentation
- Reduced days sales outstanding (DSO)
- Lower direct documentation and payment processing costs
- Increased operational efficiencies and collaboration among all parties, including remote employees, financial institutions and third-party service providers
- An immediate return on investment

Services Summary

Review letter of credit terms for consistency and provide expert feedback regarding key terms

- Our team is familiar with errors and inconsistencies that often appear in letters of credit
- We know the unique information that issuing banks from various countries expect to appear in letter of credit documentation

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DATA SHEET

Prepare all internal documents including invoices, packing lists, beneficiary certificates and drafts

- Our staff leverages Trade Technologies' proprietary technology platform to automatically create your documents from the original letter of credit, eliminating typing errors

Coordinate all required third party documents such as transport documents, insurance certificates and inspection certificates

- Our experts ensure that third party documents are delivered on time and comply with the terms of the letter of credit
- We can expedite chamber of commerce and foreign consulate signatures

Present documents to the negotiating bank with the best payment performance and most attractive reimbursement and negotiation pricing

- Our knowledge of bank examination groups allows us to recommend the banks with the highest service level and best pricing

Follow-up with negotiating bank to ensure prompt payment collection

- We utilize our relationships with examination banks and our knowledge of UCP 500 and standard banking practices to accelerate payment
- Our trade experts perform regular status checks on documents presented for examination to ensure timely collection of funds

Recommend process improvements to better manage international letter of credit transactions and working capital

- We employ our deep domain experience to assist exporters in structuring, confirming and discounting of international letter or credit receivables

Accurate documents eliminate discrepancy fees, payment delays, and demurrage potential. Trade Technologies' cost-effective letter of credit documentation outsourcing service ensures that all trade documentation is properly prepared and efficiently managed to expedite payment. Trade Technologies has the most knowledgeable and experienced letter of credit professionals in the business. Call us today to put Trade Technologies experts to work for you and to accelerate your export letter of credit receivables now.

ABOUT TRADE TECHNOLOGIES, INC.

Trade Technologies is an enterprise software and document preparation services company delivering innovative and pragmatic Internet-based global trade payment solutions to exporting companies and financial institutions.

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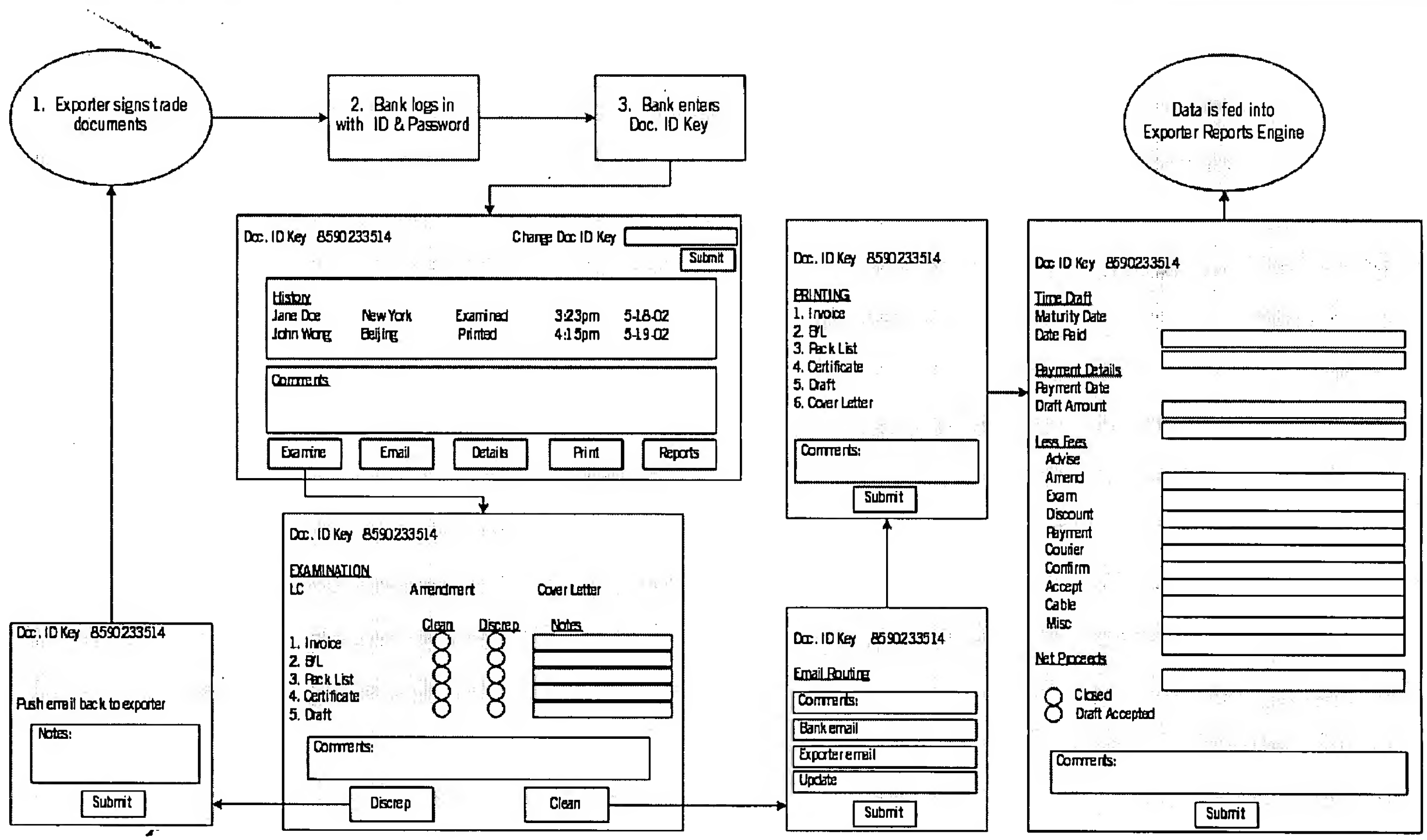
ONLINE EXAMINATION FLOW

CONFIDENTIAL



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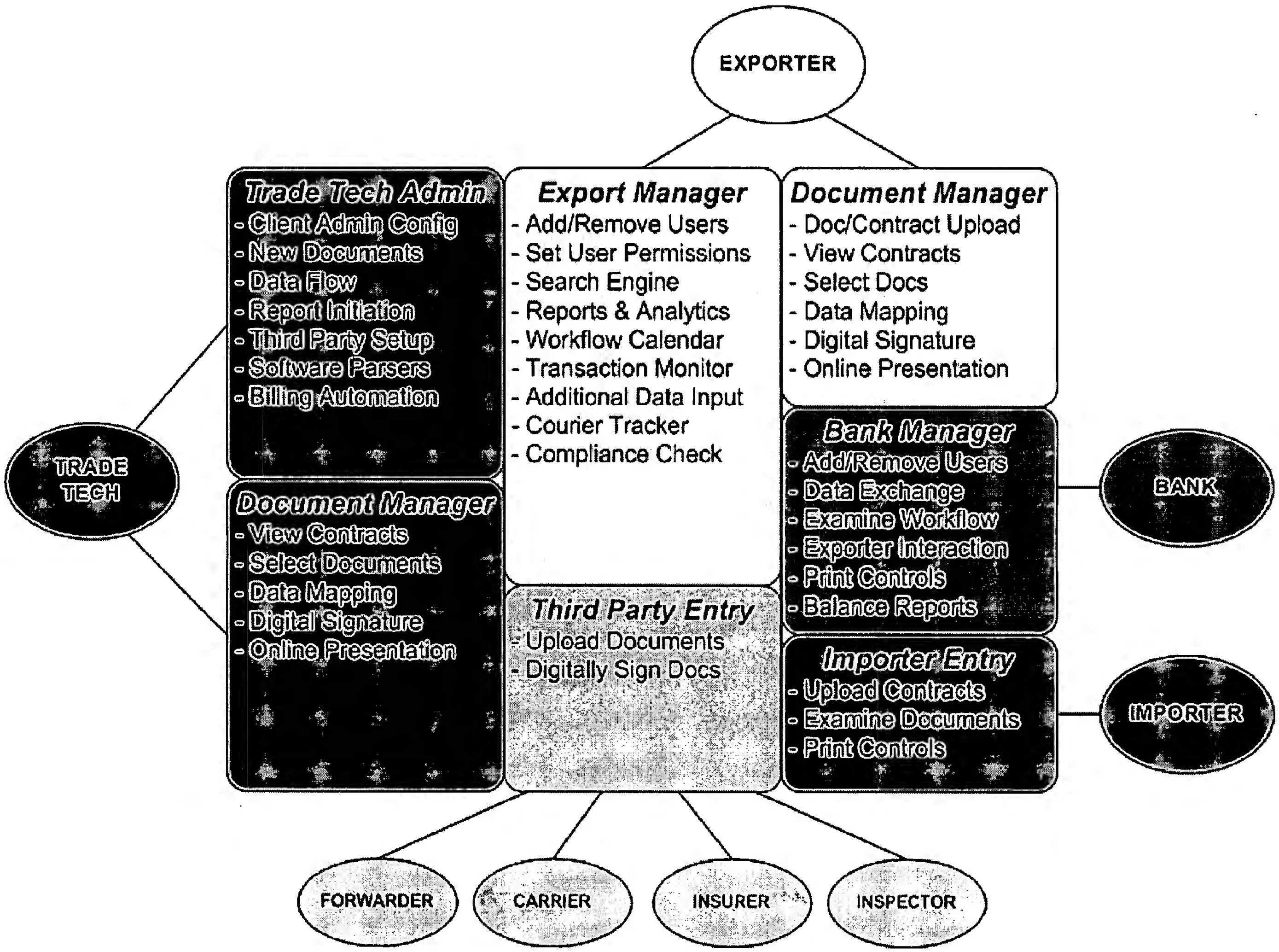
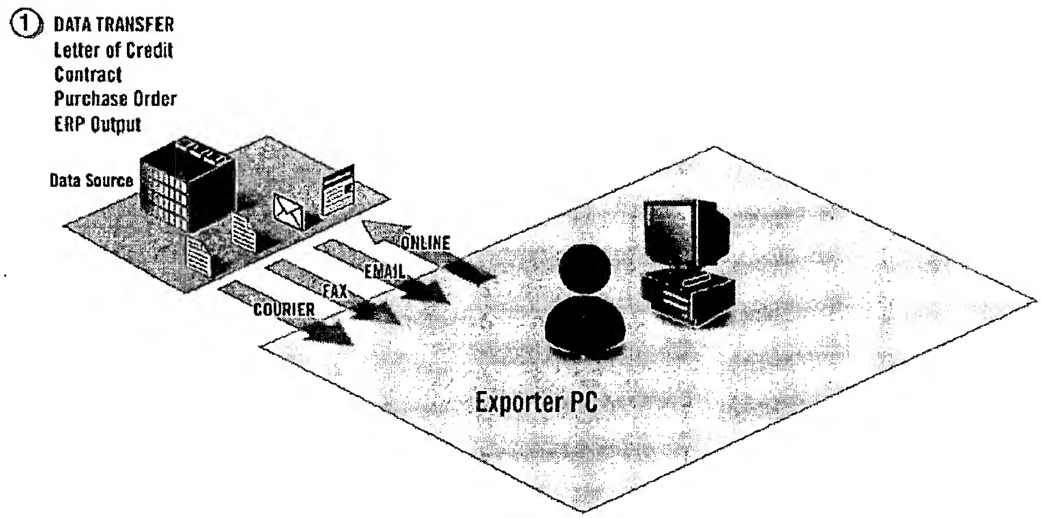
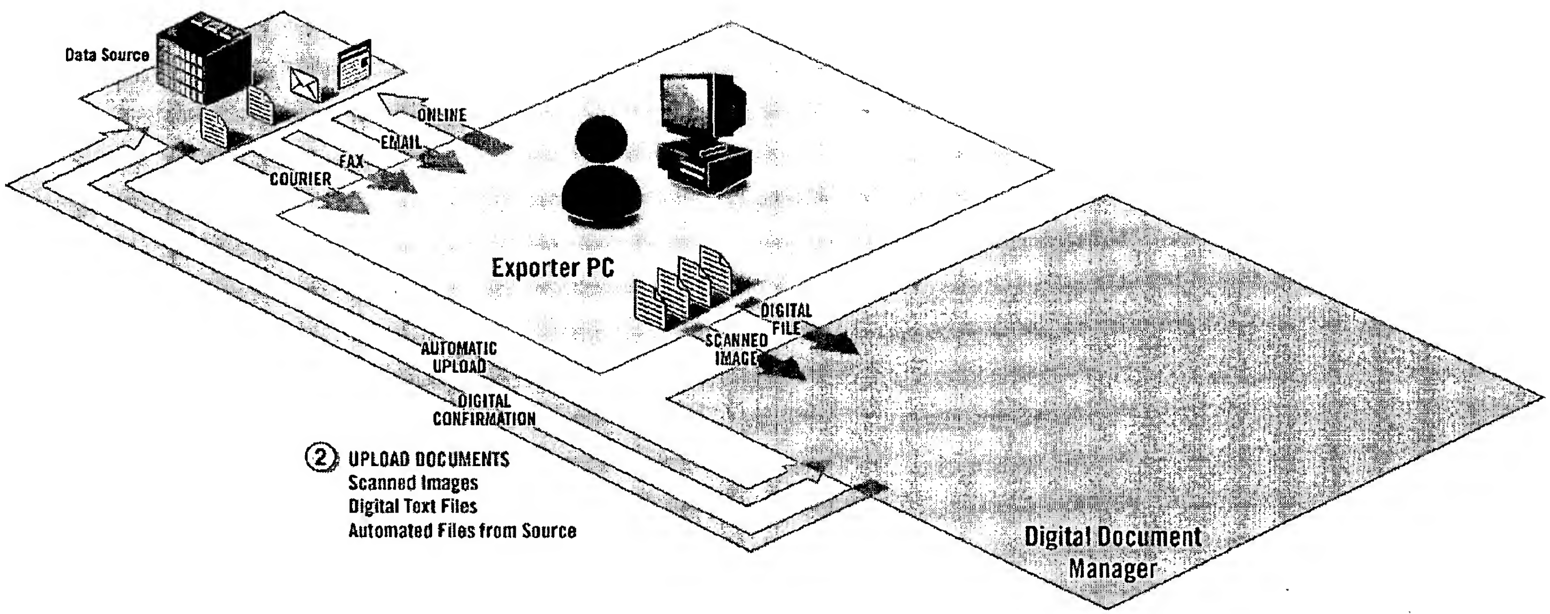
DIGITAL DOCUMENT MANAGER



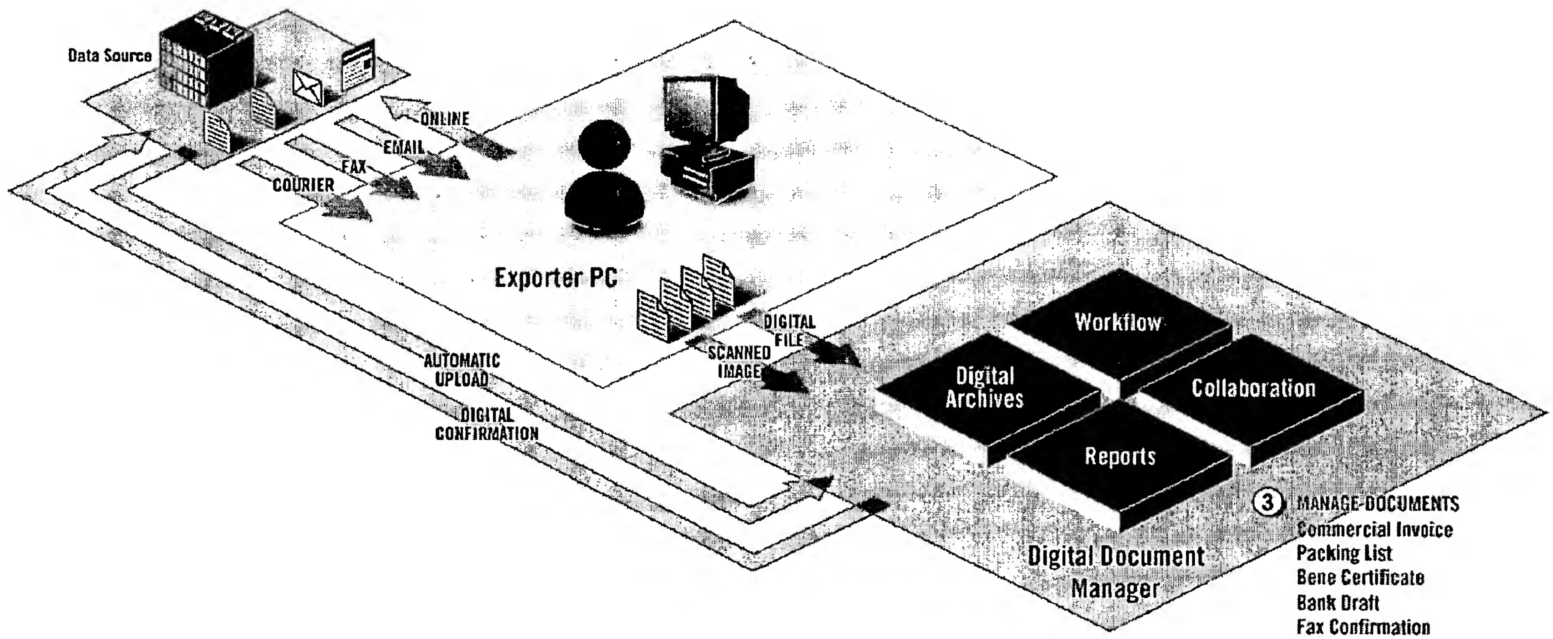
DATA TRANSFER



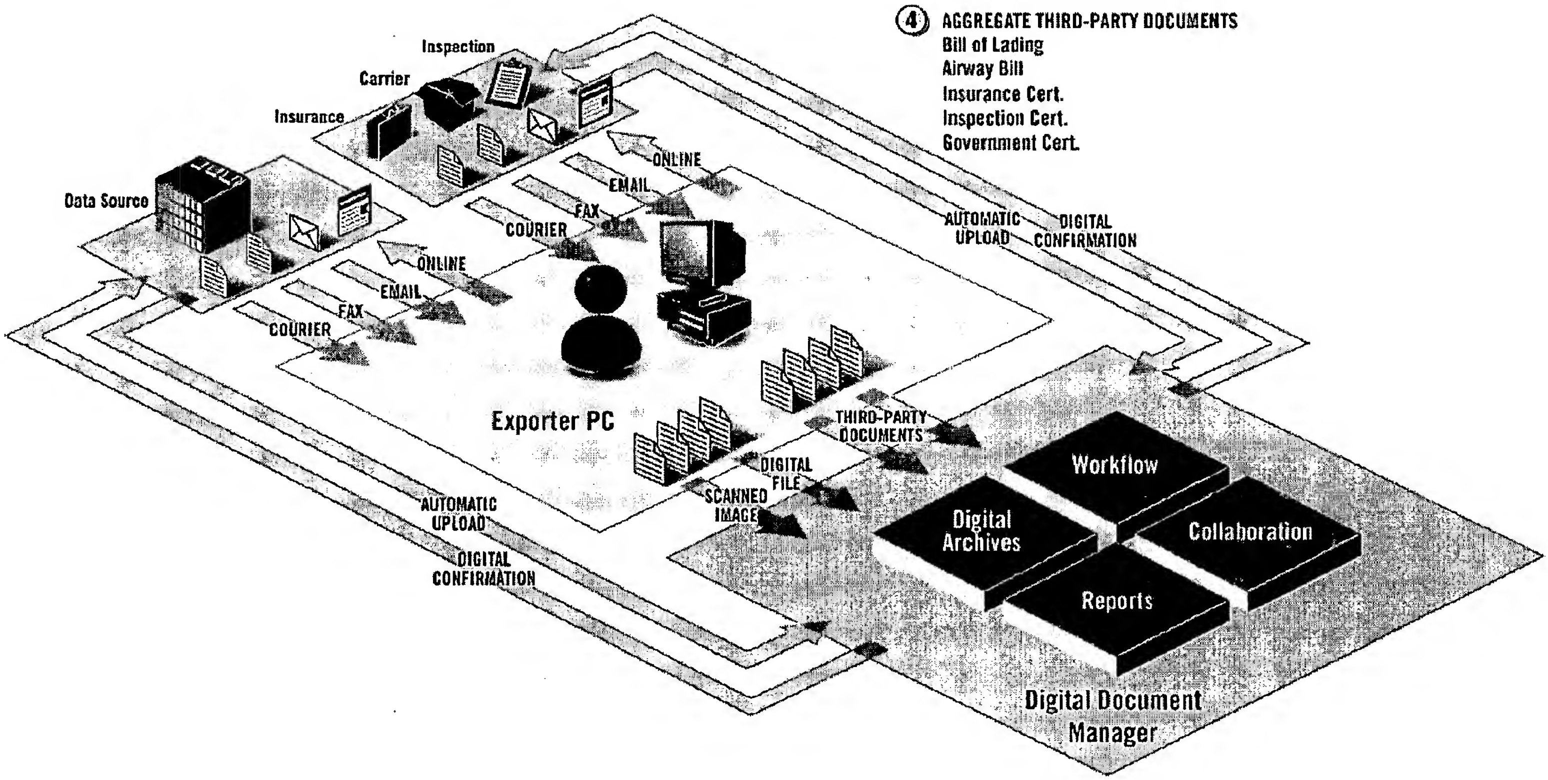
UPLOAD DOCUMENTS



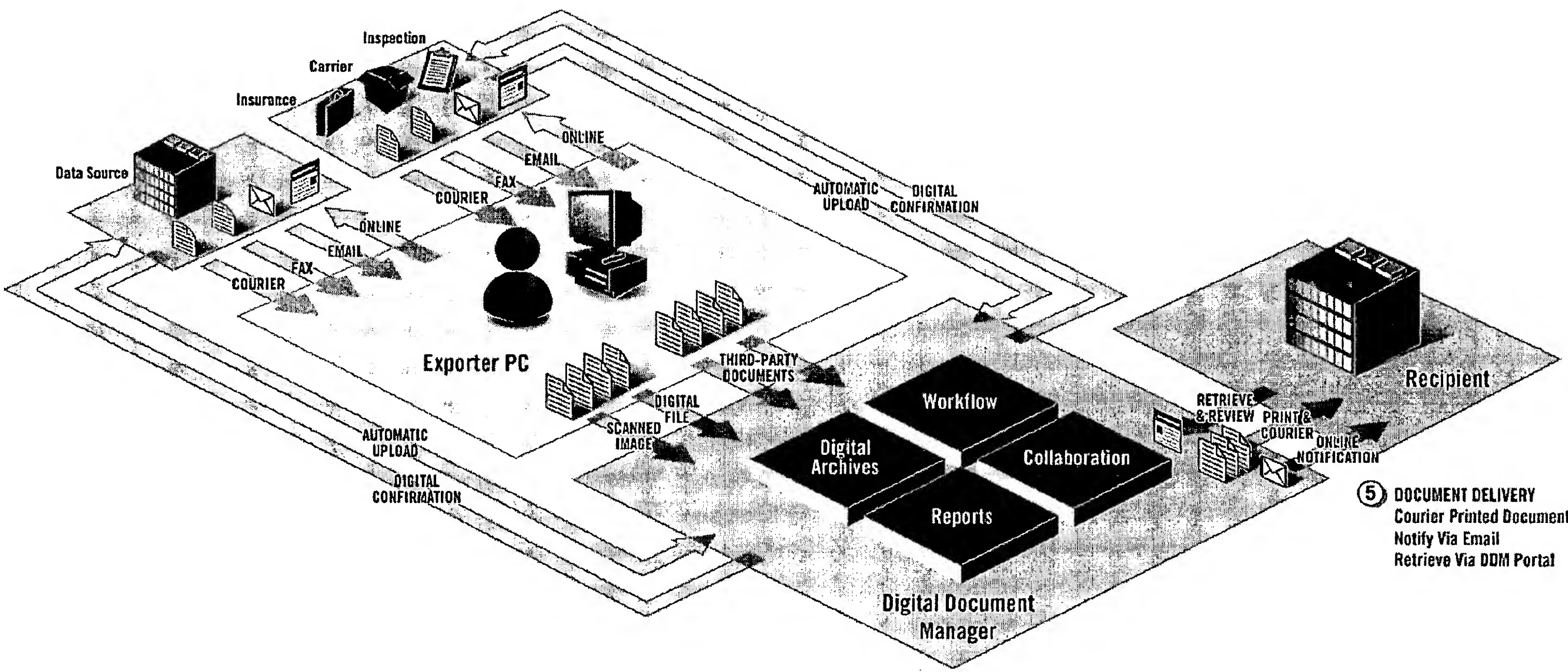
MANAGE DOCUMENTS



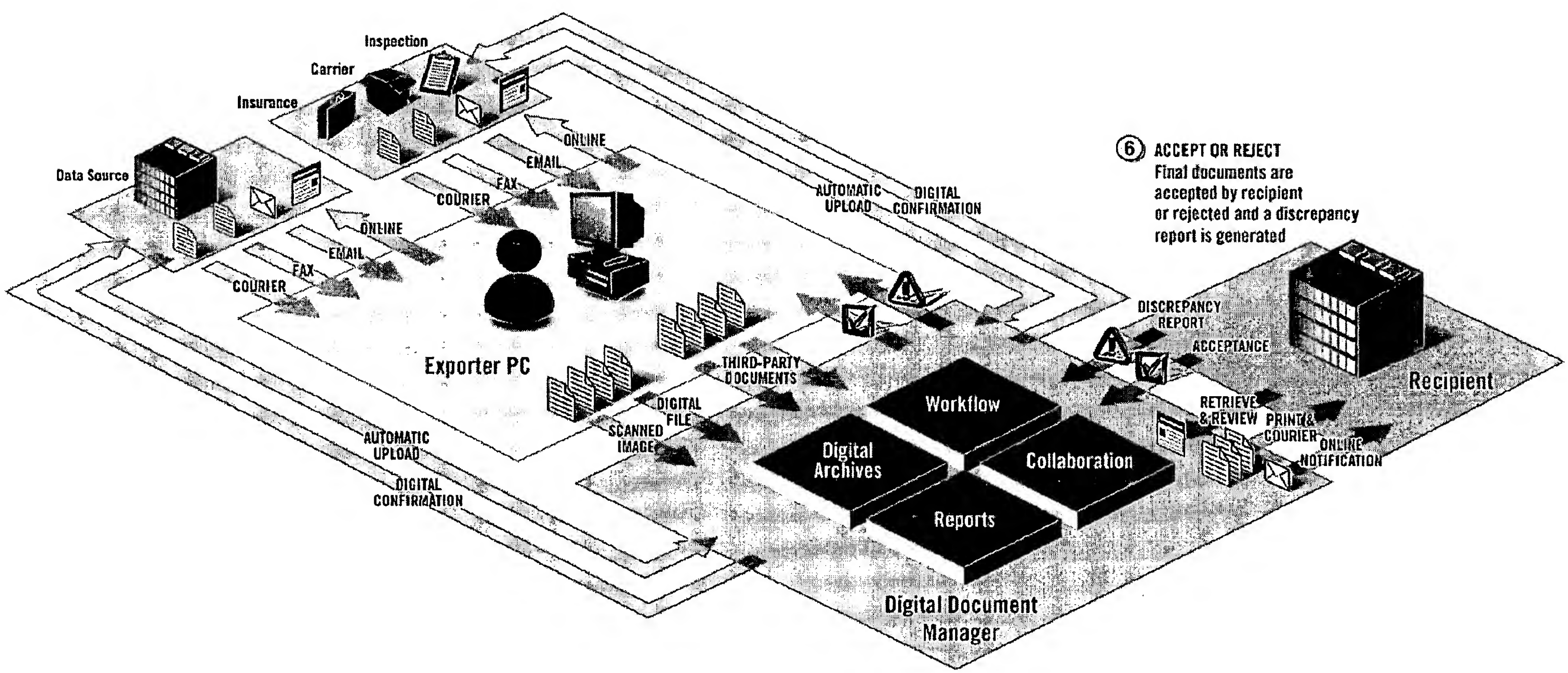
AGGREGATE THIRD PARTY



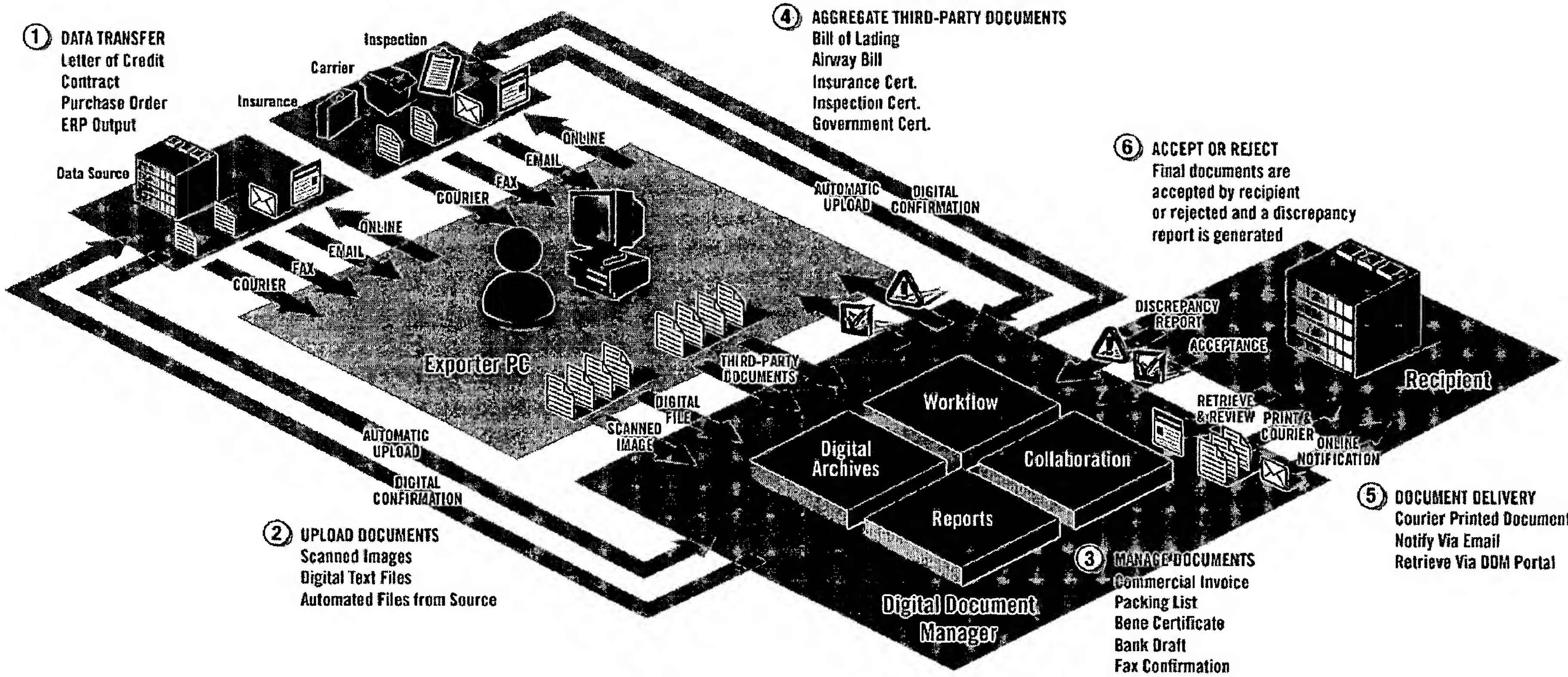
DOCUMENT DELIVERY

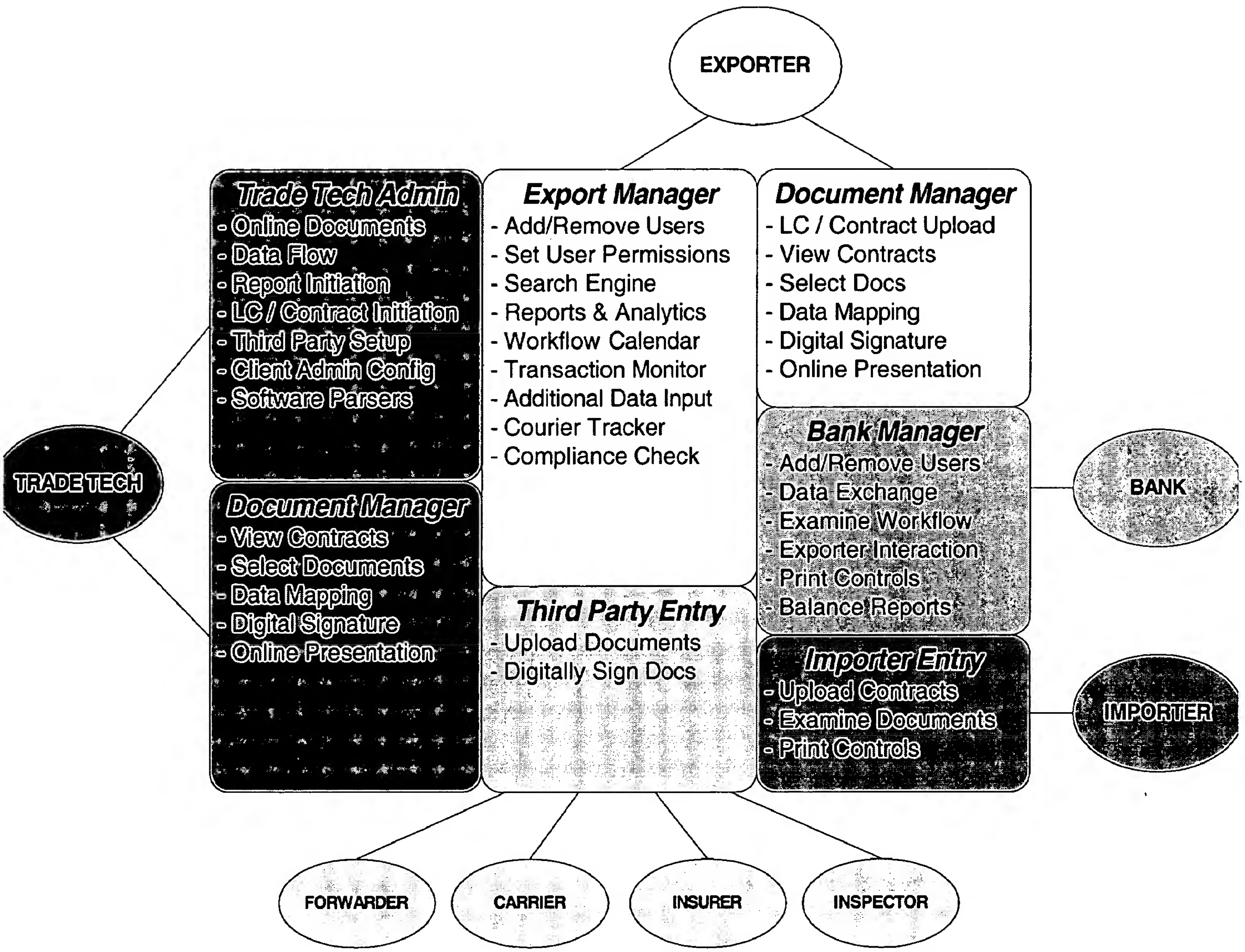


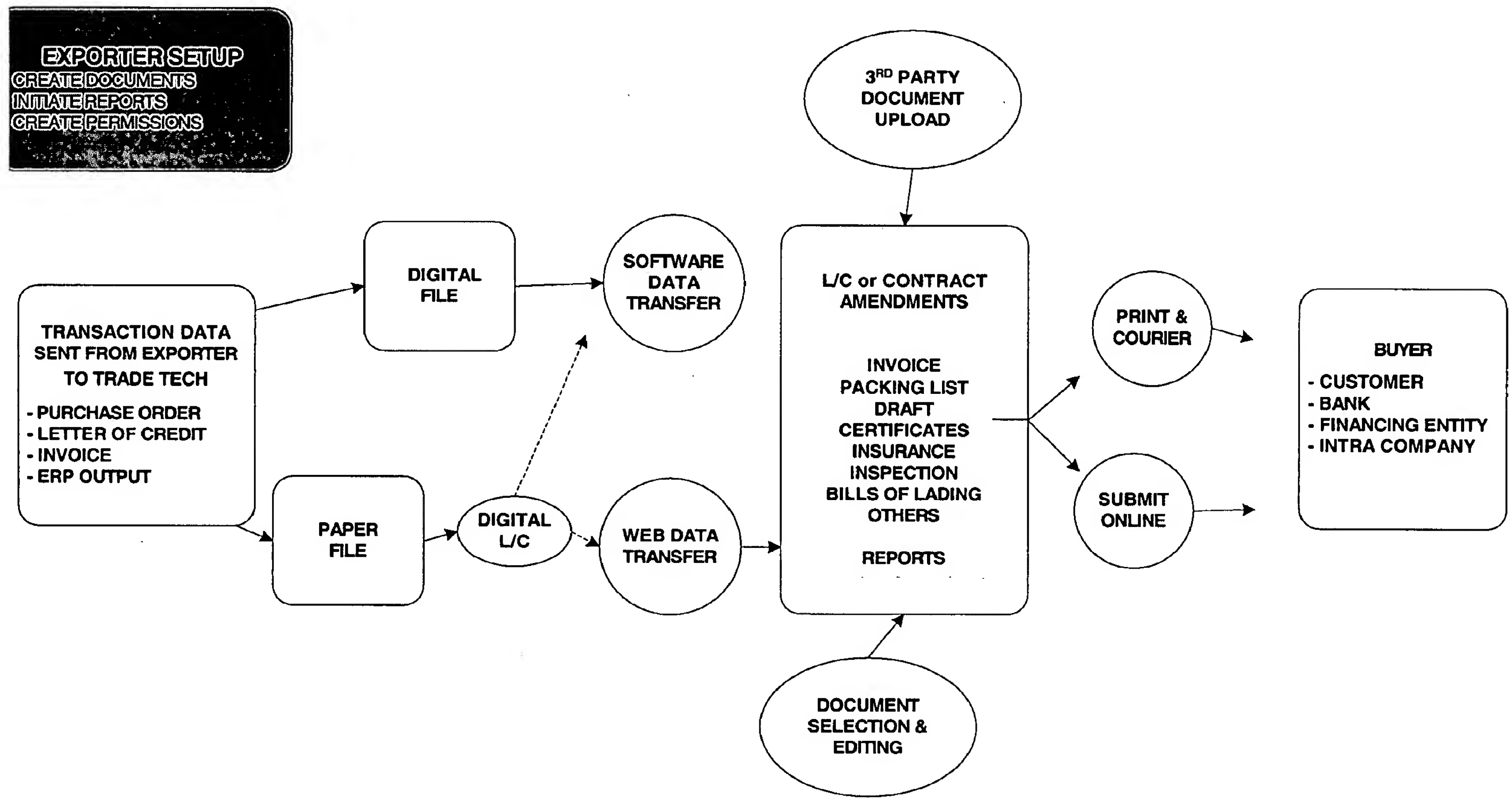
ACCEPT OR REJECT



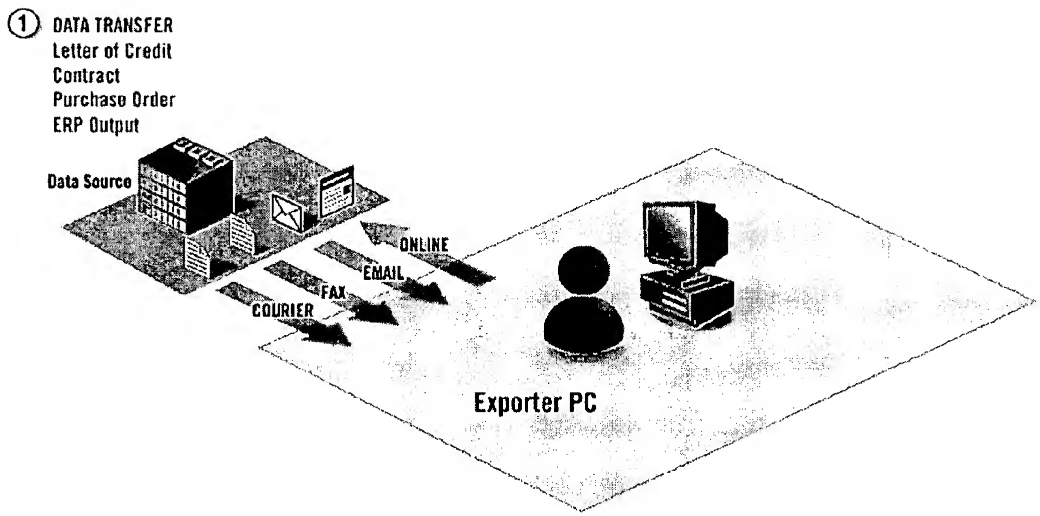
PROCESS FLOW




EXPORTER
Trade Tech Admin
- Online Documents
- Data Flow
- Report Initiation
- LC / Contract Initiation
- Third Party Setup
- Client Admin Config
- Software Parsers
Export Manager
- Add/Remove Users
- Set User Permissions
- Search Engine
- Reports & Analytics
- Workflow Calendar
- Transaction Monitor
- Additional Data Input
- Courier Tracker
- Compliance Check
Document Manager
- LC / Contract Upload
- View Contracts
- Select Docs
- Data Mapping
- Digital Signature
- Online Presentation
TRADE TECH
Bank Manager
- Add/Remove Users
- Data Exchange
- Examine Workflow
- Exporter Interaction
- Print Controls
- Balance Reports
BANK
Document Manager
- View Contracts
- Select Documents
- Data Mapping
- Digital Signature
- Online Presentation
Third Party Entry
- Upload Documents
- Digitally Sign Docs
Importer Entry
- Upload Contracts
- Examine Documents
- Print Controls
IMPORTER
FORWARDER
CARRIER
INSURER
INSPECTOR


EXPORTER SETUP
CREATE DOCUMENTS
INITIATE REPORTS
CREATE PERMISSIONS
TRANSACTION DATA SENT FROM EXPORTER TO TRADE TECH
- PURCHASE ORDER
- LETTER OF CREDIT
- INVOICE
- ERP OUTPUT
DIGITAL FILE
PAPER FILE
DIGITAL L/C
SOFTWARE DATA TRANSFER
WEB DATA TRANSFER
3RD PARTY DOCUMENT UPLOAD
L/C or CONTRACT AMENDMENTS
INVOICE
PACKING LIST
DRAFT
CERTIFICATES
INSURANCE
INSPECTION
BILLS OF LADING
OTHERS
REPORTS
DOCUMENT SELECTION & EDITING
PRINT & COURIER
SUBMIT ONLINE
BUYER
- CUSTOMER
- BANK
- FINANCING ENTITY
- INTRA COMPANY

TRADE | TECHNOLOGIES



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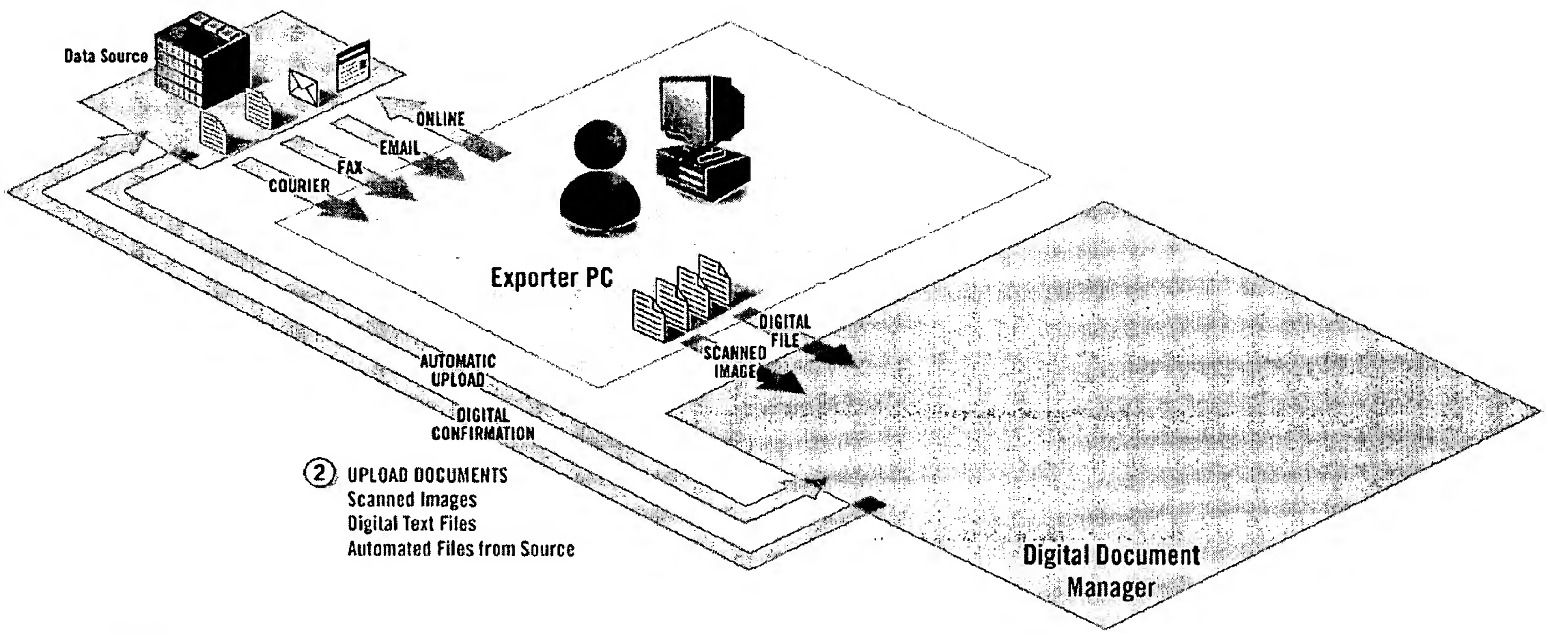
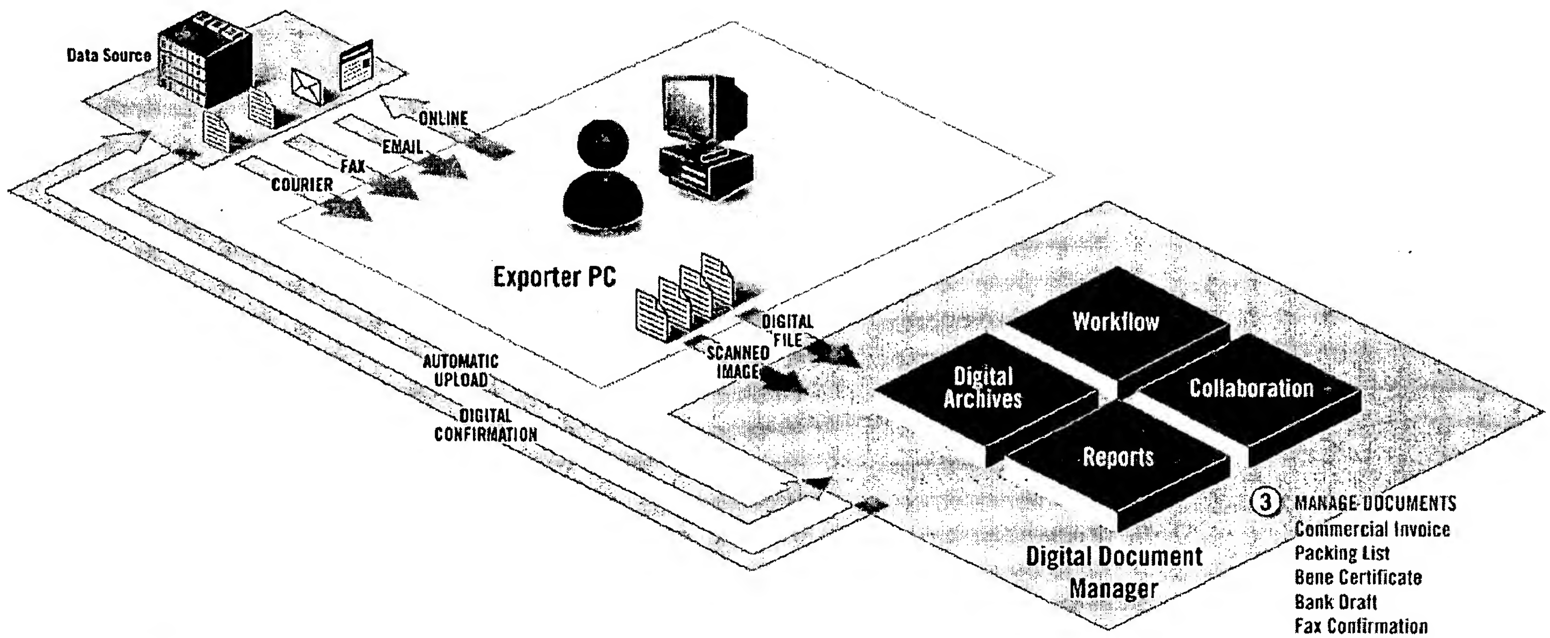


(2) UPLOAD DOCUMENTS
Scanned Images
Digital Text Files
Automated Files from Source

TRADE | TECHNOLOGIES



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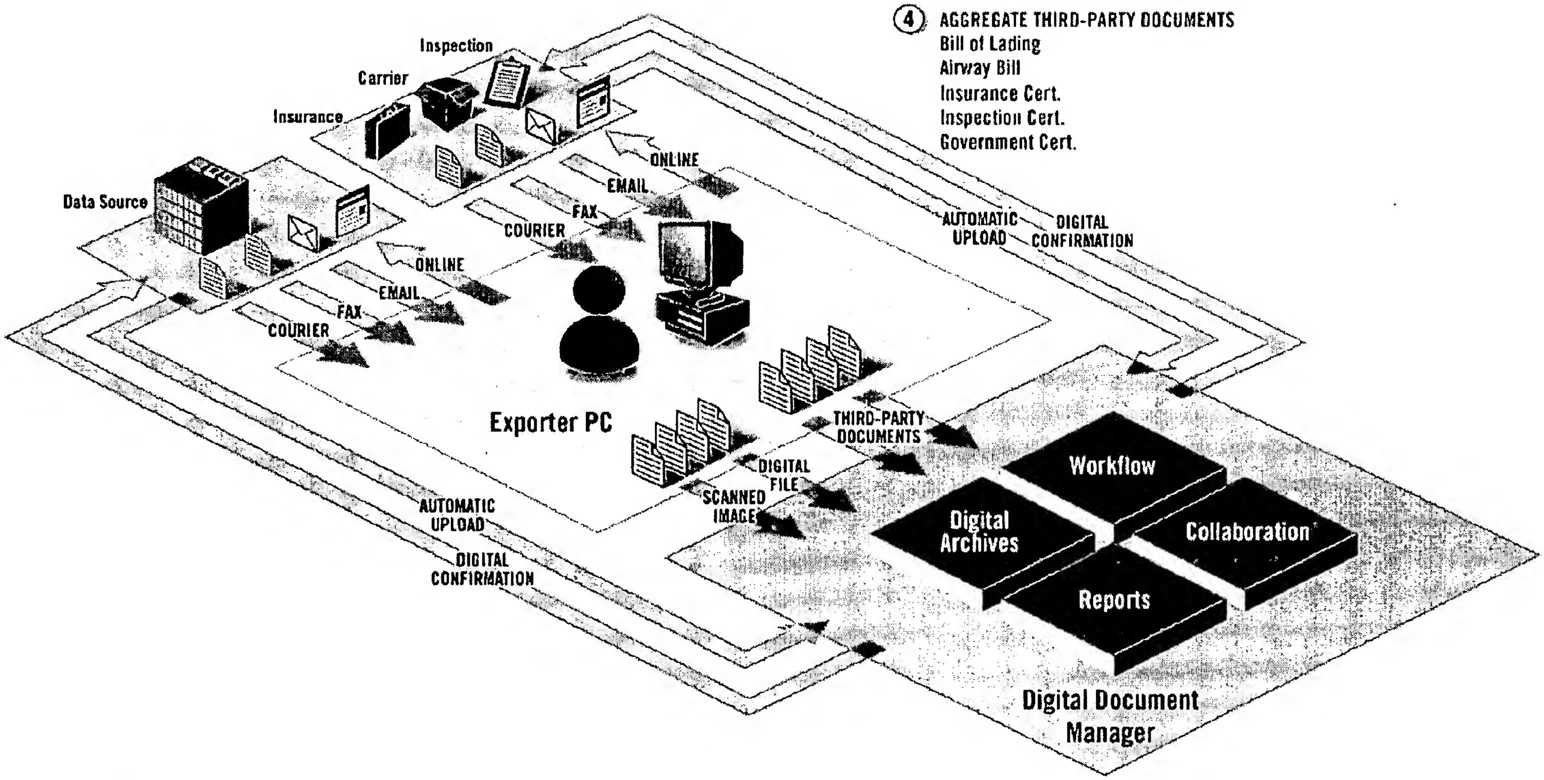

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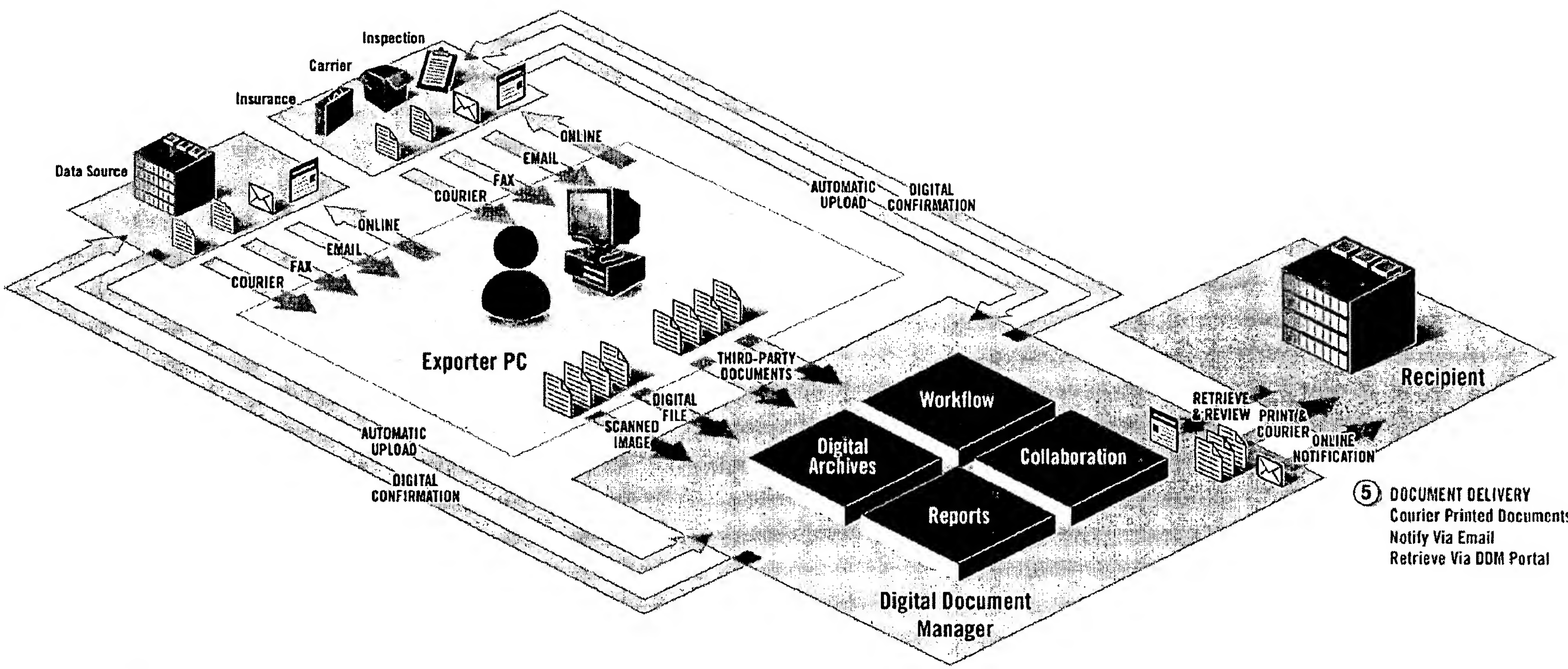

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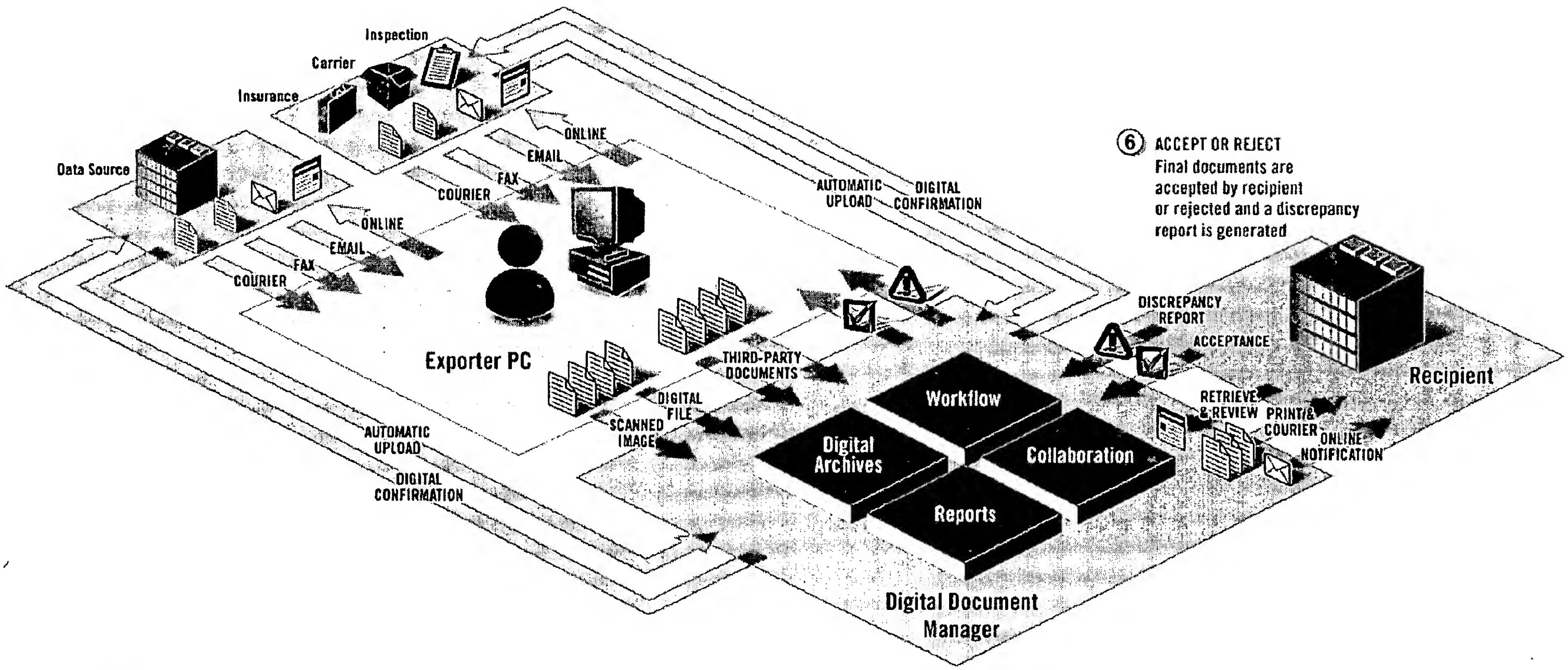

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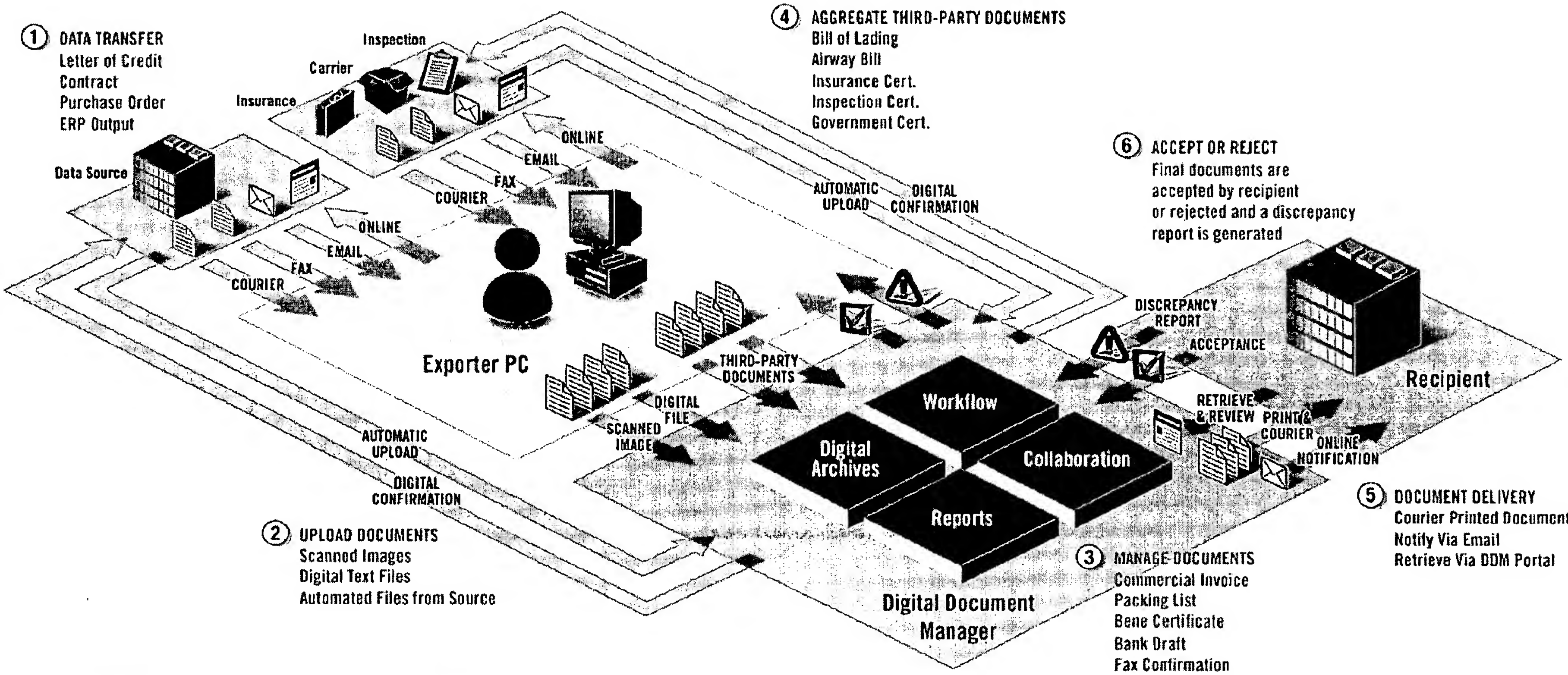

TRADE | TECHNOLOGIES

Digital Document Manager

Bank User Guide

TRADE TECHNOLOGIES

Digital Document Manager
Bank User Guide

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Suite 210
Austin, Texas 78746
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512.233.2819 fax

Version 3.0
08.27.03

Table of Contents

Chapter

1

Getting Started with DDM

Trade Technologies provides exporters and banks with real-world solutions that expedite cross border trade transactions in a cost effective manner.

Digital Document Manager (DDM) is a web-based application that accelerates international payment collection, reduces costs, and improves reporting for exporters by automating the creation, management and presentation of international trade documents.

DDM is a flexible, secure, and reliable means of creating, presenting, and managing trade documents via the Internet. DDM provides:

- Secure, role-based access at any time from anywhere through an intuitive, common web interface
- Secure document sharing with encrypted information exchange and digitized signatures
- Document tracking, revision, and creation with a time stamp for each transaction event
- Centralized, secure digital system of records, eliminating the need for storing and maintaining paper files
- Document upload, search, and retrievable options for users as well as third parties, such as freight forwarders

DDM is a start-to-finish application; DDM controls the creation, review, approval and distribution of global trade documents from the beginning of the process until its completion. Among its features, DDM:

- Includes customized document library created from each exporter's paper shipping documents so users see on the screen what they usually see on paper
- Writes data directly from the Letter of Credit or other source file to required documents, eliminating manual data entry errors

- Maps and cross-references data across the requisite documents creating integrated and consistent "smart documents"
- Supports and enforces each exporter's internal documentation policies and procedures through custom configured workflow
- Enables original, executed trade documents to be electronically presented and/or printed

DDM streamlines the trade export process and ensures accuracy between all types of documents to be presented.

Working with this Guide

This User Guide is designed to assist DDM users, typically exporters, responsible for the following tasks:

- Creating and managing exporting trade transactions
- Creating all required documentation for trade transactions
- Generating trade documents and in-house reports

This Guide will assist you in creating, modifying and delivering international trade documentation. Additionally, this Guide contains a variety of practice tips that are designed to help you use DDM to solve your day-to-day international document management issues.

As you begin to use DDM, we encourage you to keep a printed copy of this Guide by your computer. Use it as a reference guide and as a place to take notes. Keeping this Guide near your computer will help you learn more quickly.

Understanding DDM Roles

For security purpose, DDM assigns permissions to bank users based on the role they play in the trade export process. These roles include:

- Bank examiners, which includes base functionality for reviewing and printing examination copies of documents
- Bank Administrative User, which is typically a senior member of the export staff who is given additional authorizations or permissions

Contacting Trade Technologies Support

You may contact our technical support staff at support@tradetechnologies.com or 806.745.5544. Please refer to Appendix A of this User Guide for additional contact information.

Understanding the Process Flow

This Guide is designed to help you work with DDM on a daily basis. The workflow process for banks using DDM can be summarized as the following general steps, which are also illustrated on the following page.

Bank

1. Bank Receives email from Exporter alerting it that a set of documents has been presented for examination

2. Bank user logs in to https://ddm.tradetechnolgies.com to access documents

3. Bank User reviews documents

4. Bank User notes approval or discrepancies in documents on the DDM and notifies Exporter by email, fax or phone that the presentation has been examined

5. If applicable, Exporter corrects document discrepancies and presents revised documents to Bank per Step 1 above.

Logging In

To log in to DDM, you must be assigned a User Name and Password that are related to your Company ID. These are setup initially by Trade Technologies Support staff. Because DDM is a web-based application, you may access DDM from any computer via the Trade Technologies web site at www.tradetechnologies.com, which is illustrated below.

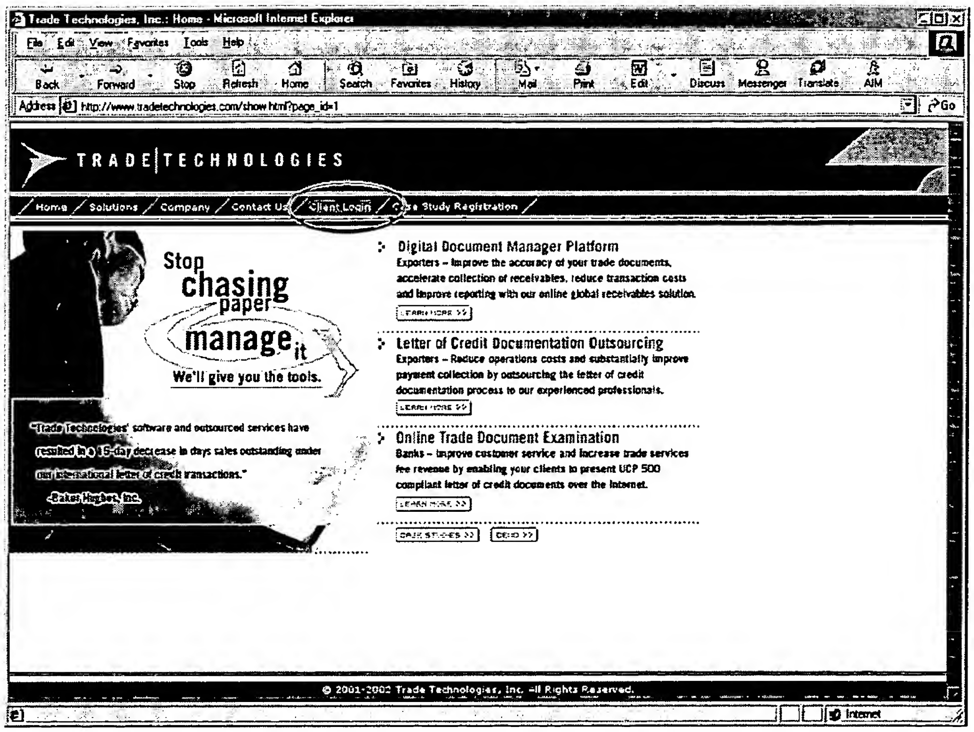


FIGURE 1.2 Client Login link from Trade Technologies Web Site

You also can access the **Client Login** screen by entering the following URL address: https://ddm.tradetechnologies.com, which is a secure link.

From the Trade Technologies web site, complete the following steps to log in to DDM:

1. Click on the **Client Login** icon from the Top Navigation menu. The **Client Login** screen displays.

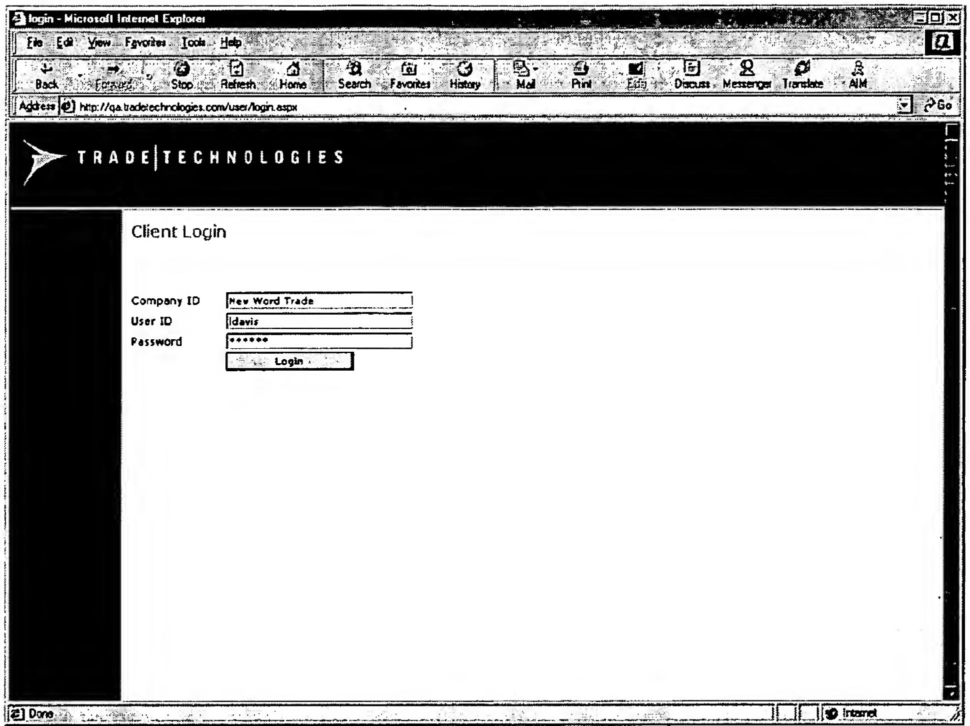


FIGURE 1.3 Client Login Screen

2. Enter your company ID in the **Company ID** field.
3. Enter your individual ID in the **User ID** field.
4. Enter your password in the **Password** field.
5. Click on the **Login** button. DDM displays your **Home Page**.

*__Practice Tip:__ Many users prefer to create a shortcut to the DDM **Login** screen by either adding it to their browser **Favorites** or creating a shortcut icon on their desktop. Use the following URL address when creating a shortcut: __https://ddm.tradetechnologies.com__.*

Bank Home Page

DDM's design incorporates intuitive symbols and uses standard menu and navigation options. Access to most screens is task-based and specific to a user. The starting point or central page for your work is the **Home Page**, which is illustrated below. The **Home Page** allows you to create, access, manage, and review transactions based on your role.

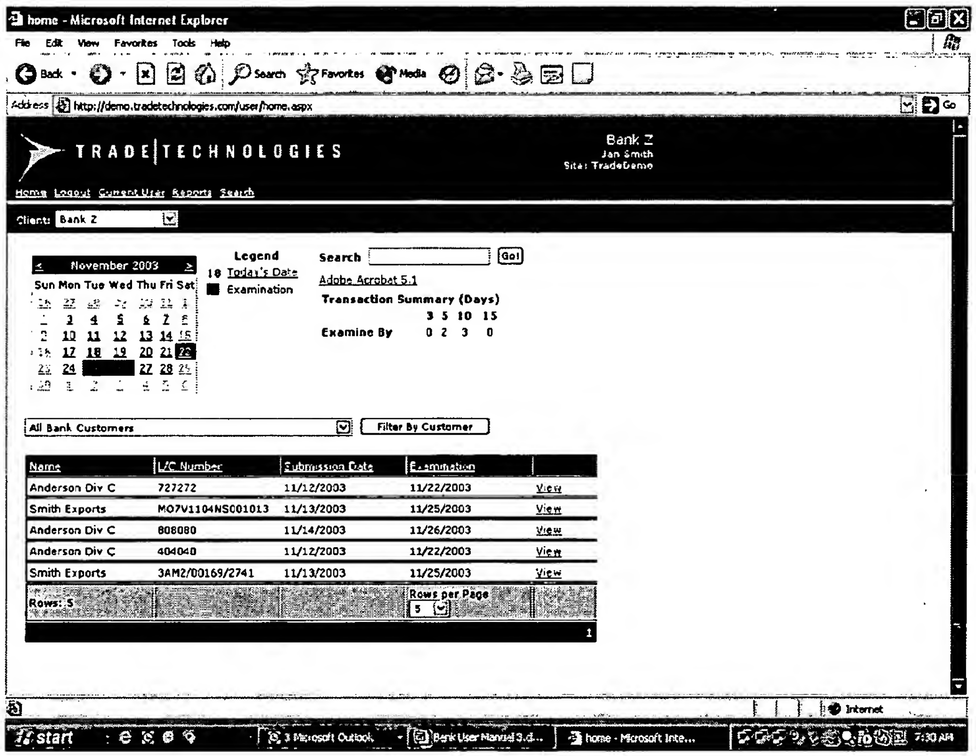


FIGURE 1.4 Bank Home Page Screen

The Bank **Home Page** displays those functions and transactions that are included within your permissions. The components of the Bank **Home Page** include:

❶ **Navigation Menu** – allows you to perform general functions

❷ **Customer Filter** - allows you to view all transactions for a single customer or transactions for all of the Bank's customers

❸ **Calendar** – allows you to view the key dates associated with transactions during the selected month

❹ **Search** – allows you to search on keywords, transaction name, or customers. The Search function is currently disabled.

❺ **Adobe Acrobat Reader 5.1** – allows you to access and download the free required software from Adobe.

❻ **Transaction Summary** – allows you to view key dates for completion of examinations, within the next 30/60/90/120 day periods

❼ **Column Headings** – allows you to sort the client transactions by status, name, customer or amount

❽. **Transaction List** – allows you to view all transactions, for the active customer account

At the bottom of the **Home Page** screen, you will find fields that allow you to filter or limit the number of transactions that display on the **Home Page**. You also find paging options if the transactions exceed the number designated in the filter.

To access another page of transaction, click on the appropriate page link.

Chapter 2

Examining Digital Letter of Credit Documents

This section will provide you with the knowledge required to complete the following tasks in DDM:

- Sorting and accessing presentations of letter of credit documents
- Viewing digital letter of credit documents on your computer
- Printing original and examination copies of letter of credit documents
- Communicating discrepancies and other information to Exporters
- Entering transaction data, including Bank fees and other data

Sorting and Accessing Letter of Credit Transactions

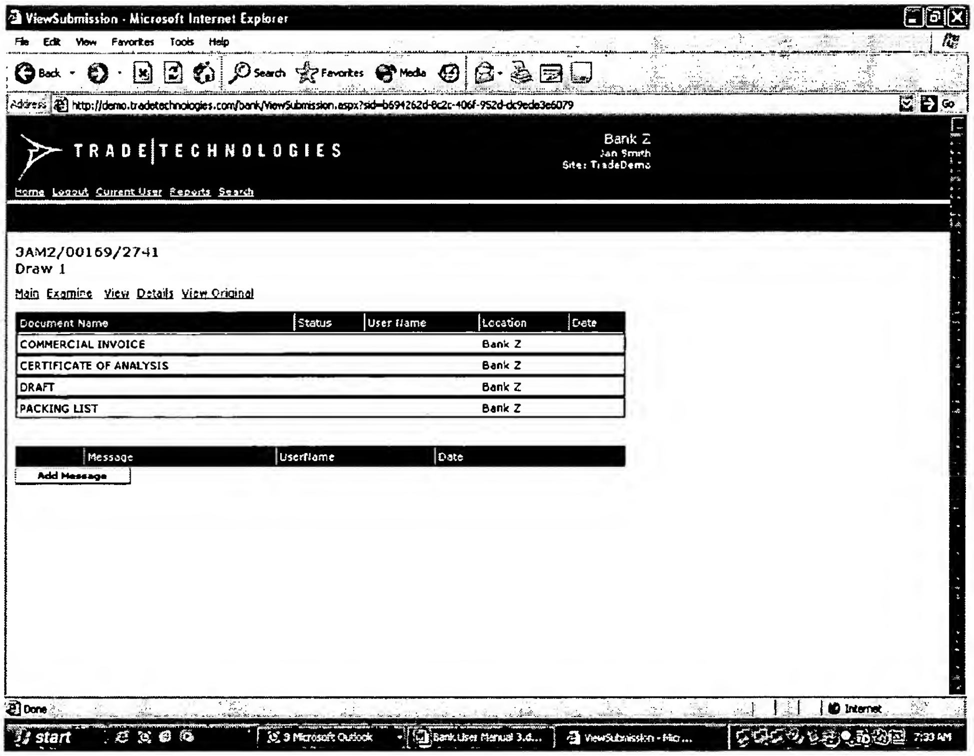
All Bank letter of credit examinations on DDM begin with the delivery to Bank of an email from Trade Technologies providing notice to Bank that an Exporter has presented a set of documents to Bank via DDM.

Once you have logged into DDM, you will see your Bank **Home Page** screen as displayed in Figure 1.4 above.

Sorting Transactions:

You can sort client transactions by client name or any of the column headings in the Client Transaction Table. Click on a column heading to sort the transaction list by the data type. For example, if you want to sort transactions by client name, click on the **Name** column heading. DDM sorts the transactions by client name in alphabetic order. Click on the column heading a second time to sort the transaction list in reverse alphabetic order.

Accessing Transactions
Once you have located the transaction referenced in the email, by the client name and its transaction number, you can access the transaction from the **Home Page**, by clicking on the **View** button at the end of the transaction line. This will take you to the **Main Transaction Management** screen.



❶ **Navigation Menu** – allows you to perform general functions

❷ **Transaction Number and Draw** – shows transaction number and draw number for this presentation.

❸ **Examine** – allows you to move to the Examination page for this transaction

❹ **View** – allows you to view and print a full set of the letter of credit documents marked "non-negotiable examination copy."

❺ **Details** – allows you to access a page to enter fee and other relevant data to populate reports. The details page is currently inoperable.

❻ **View Original** – allows you to view and print original letter of credit documents

❼ **Transaction Document Table** – allows you to see list of all document included in presentation and the status of each document.

❽ **Message Board**– allows you to post and view messages for other Bank employees.

Viewing Digital Letter of Credit Documents

Digital Document Manager permits bank examiners to view and print transaction documents in two formats. By clicking the **View Original** button, you can see view a full set of the relevant documents, including the appropriate number of copies and originals of all documents. By clicking the **View** button, you can see view a full set of the same documents that have been marked "Non-Negotiable Examination Copy." These documents are encrypted Adobe .pdf documents and cannot be altered by Bank Users.

Printing Digital Letter of Credit Documents

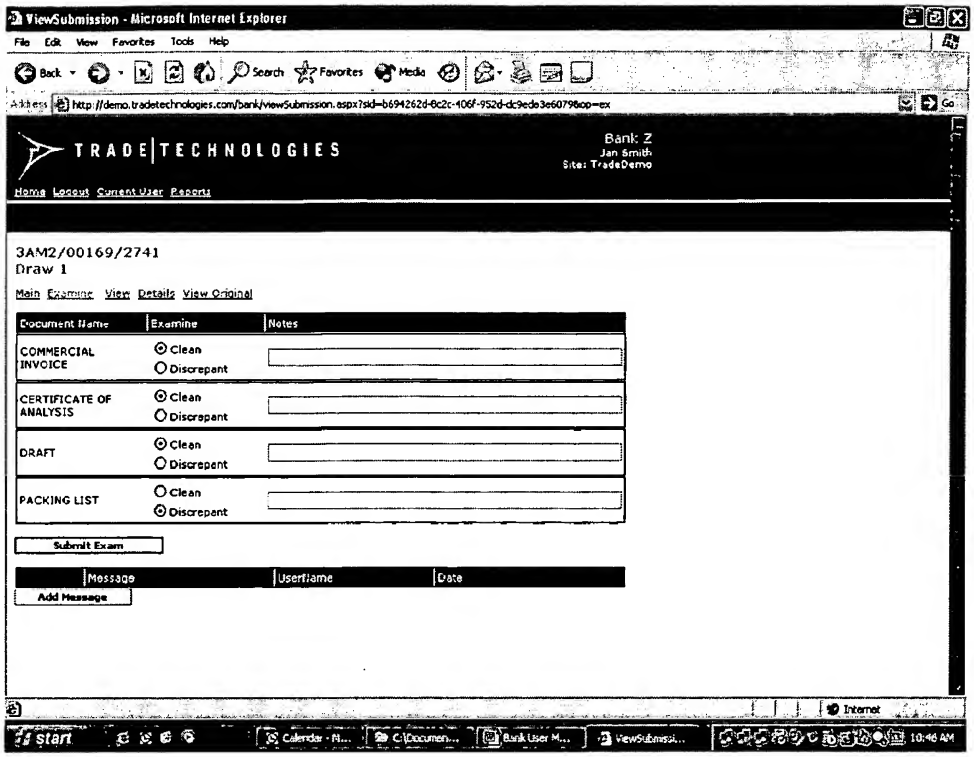
In order to print Original or Examination Copies of the documents, you need only click the print button in the Adobe Reader application. All of the documents, including the appropriate number of originals and copies will print at the same time.

Printing Certain Third Party Documents

In order to print certain third party documents, including, carrier issued bills of lading, it may be necessary to insert form paper provided to you by the exporter or the paper into your printer or to turn the paper over to permit two-sided printing. If such special printing instructions are required, this information will generally be noted in the cover letter accompanying the presentation. A supply of the special paper has been made available to your Bank by Trade Technologies. If you run out of the paper, please contact customer support at Trade Technologies.

Communicating Examination Results to Exporters

DDM permits Bank Users to communicate the result of their document examination to Exporter by clicking on the **Examine** button to access the **Examination Page**. On the examination page, the Bank User can communicate whether a document is clean or discrepant by clicking on the applicable circle under the **Examine** column. If the document is discrepant, the Bank User can communicate the details of the discrepancy to the exporter by typing in the **Notes** column. Once all documents are checked clean or discrepant, the Bank User can communicate this information to the Exporter by pressing the **Submit Exam** button at the bottom of the page. This will update the status of the transaction in the Bank Home Page and in the Exporter's Home Page.



Subsequent Presentations of Discrepant Documents

If an exporter needs to re-submit documents relating to a specific transaction. Both the initial submission and all subsequent submissions of documents will be accessible by the bank examination staff from the home page. This enables exporters to only re-submit specific documents, so the documents that are unchanged do not have to be re-presented to the bank for examination.

Chapter 3

User Profiles

User profiles enforce the DDM security measures requested by your bank. User Profiles store information specific to each User at your company. The type of information stored in the DDM User Profile includes:

- Customer site information, such as your company's domain name and ID and the relationship to your ID and password
- User information, such as your name, address, and phone numbers
- Security information, such as your password and permissions

While you can edit some of the information within your User Profile, many functions may be performed only by Trade Technologies Support staff.

Adding or Deleting User Profiles

All new User Profiles in DDM, including those created for approved third-party users, are set up by the Trade Technologies Support staff; neither you nor your corporate DDM Administrative User can create a new User Profile. To have a new User Profile added to DDM or to have an existing profile deleted, please contact Trade Technologies Support through either of the following options:

Account Manager: Michael Stockton
Phone Number: 713.932.9865
Email Address: mstockton@tradetechnologies.com

Tech Support: Carl Brightbill
Phone Number: 806.745.5544
Email Address: support@tradetechnologies.com

Viewing User Profiles

You can view information in your User Profile at any time. To view information in your User Profile, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.

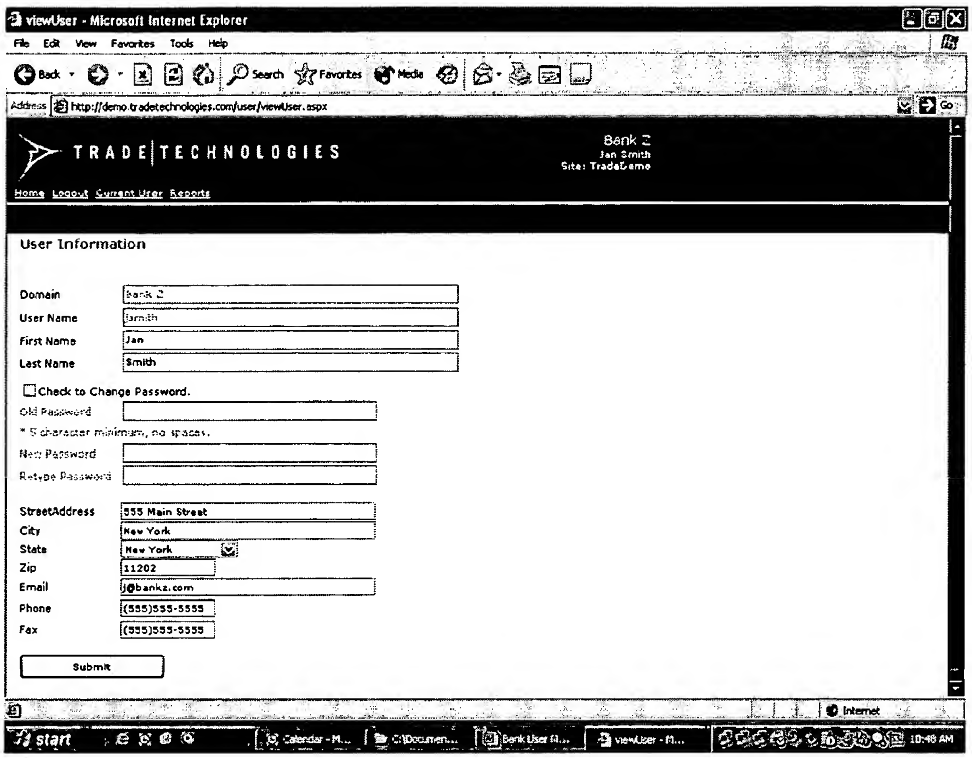


FIGURE 2.1 User Information Screen

2. Scroll through the contact information on the primary screen.

   - or -

   Click on the **User Permissions** button to view the permissions assigned to your profile.

   - or -

   Click on the **User Customers** button to view the customer accounts associated with your profile.

3. Click on the Back button to return to the **User Information** screen.

Editing User Profiles

In most cases, you can change some information, such as the contact information and your password, in your User Profile. You cannot change your permissions or assigned clients. Permissions are the security levels granted to Users that determine the type of functions you can perform and information you may review in DDM. Both the permissions and client list are set up and updated by Trade Technologies Support staff.

To edit information in your DDM User Profile, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.
2. Tab to the appropriate data field in which you want to add or edit information.
3. Type the new information and click on the **Submit** button.

Changing Your Password

You have the option to change your password as needed through the **User Information** screen. Passwords must be at least five (5) characters long. To change your password, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.

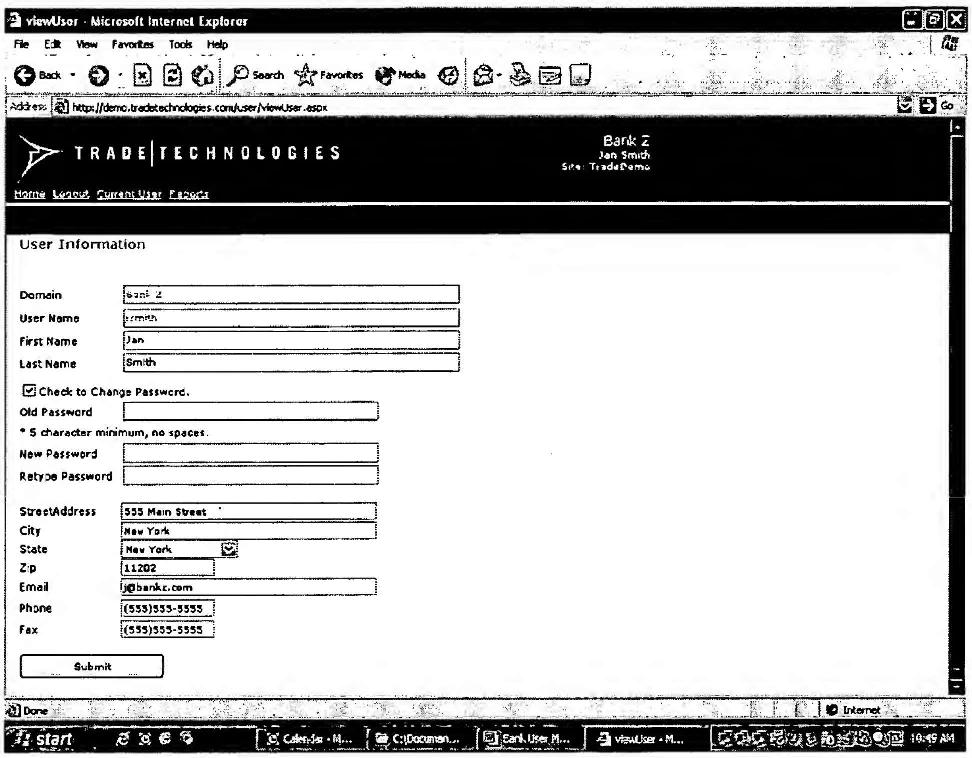


FIGURE 2.3 User Information Screen

2. Click on the **Check to Change Password** field. The **User Information** screen automatically displays the password fields.
3. Enter your new password in the **New Password** field.
4. Reenter your new password in the **Retype Password** field.
5. Click on the **Submit** button to return to the **User Information** screen.

Appendix A

Trade Technologies Technical Support

Account Manager: Michael Stockton
Phone Number: 713.932.9865
Email Address: mstockton@tradetechnologies.com
Support Email Address: support@tradetechnologies.com

Trade Technologies Contact Information

Trade Technologies, Inc. HQ
Trade Technologies, Inc
3532 Bee Cave Road, Suite 210
Austin, TX 78746
512.327.9996 (p)
512.233.2819 (f)

Trade Technologies, Inc. LC Operations

Midwest
1408 Texas Avenue
Lubbock, TX 79401
806.745.5544 (p)
806.745.5566 (f)

East Coast
130 B Howell Road
P.O. Box 846
Tyrone, Georgia 30290
(770) 487-1334p
(770) 487-3955f

Appendix B

Table of Figures

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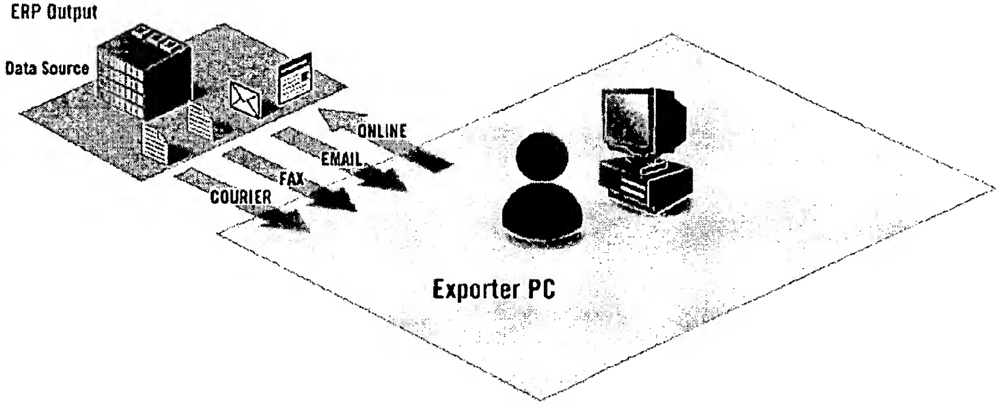
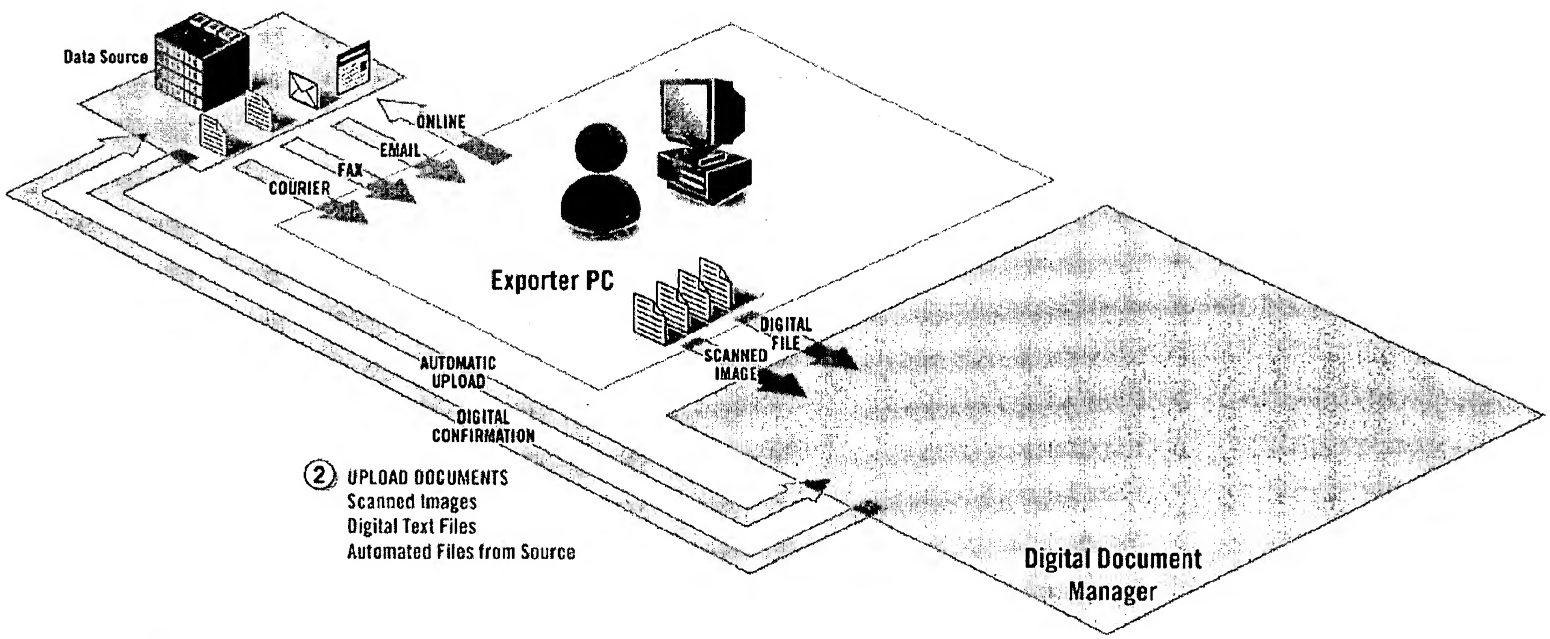
1 DATA TRANSFER
Letter of Credit
Contract
Purchase Order
ERP Output

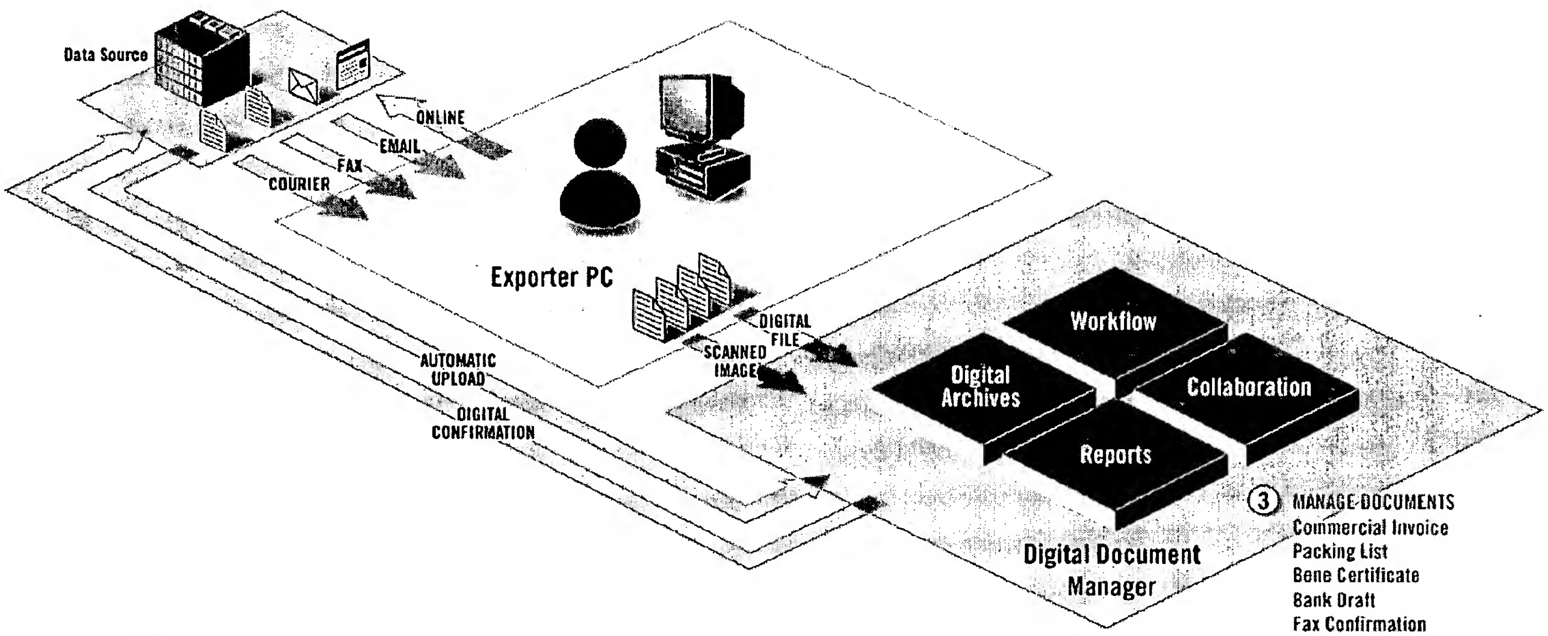


TRADE | TECHNOLOGIES



2 UPLOAD DOCUMENTS
Scanned Images
Digital Text Files
Automated Files from Source

TRADE | TECHNOLOGIES



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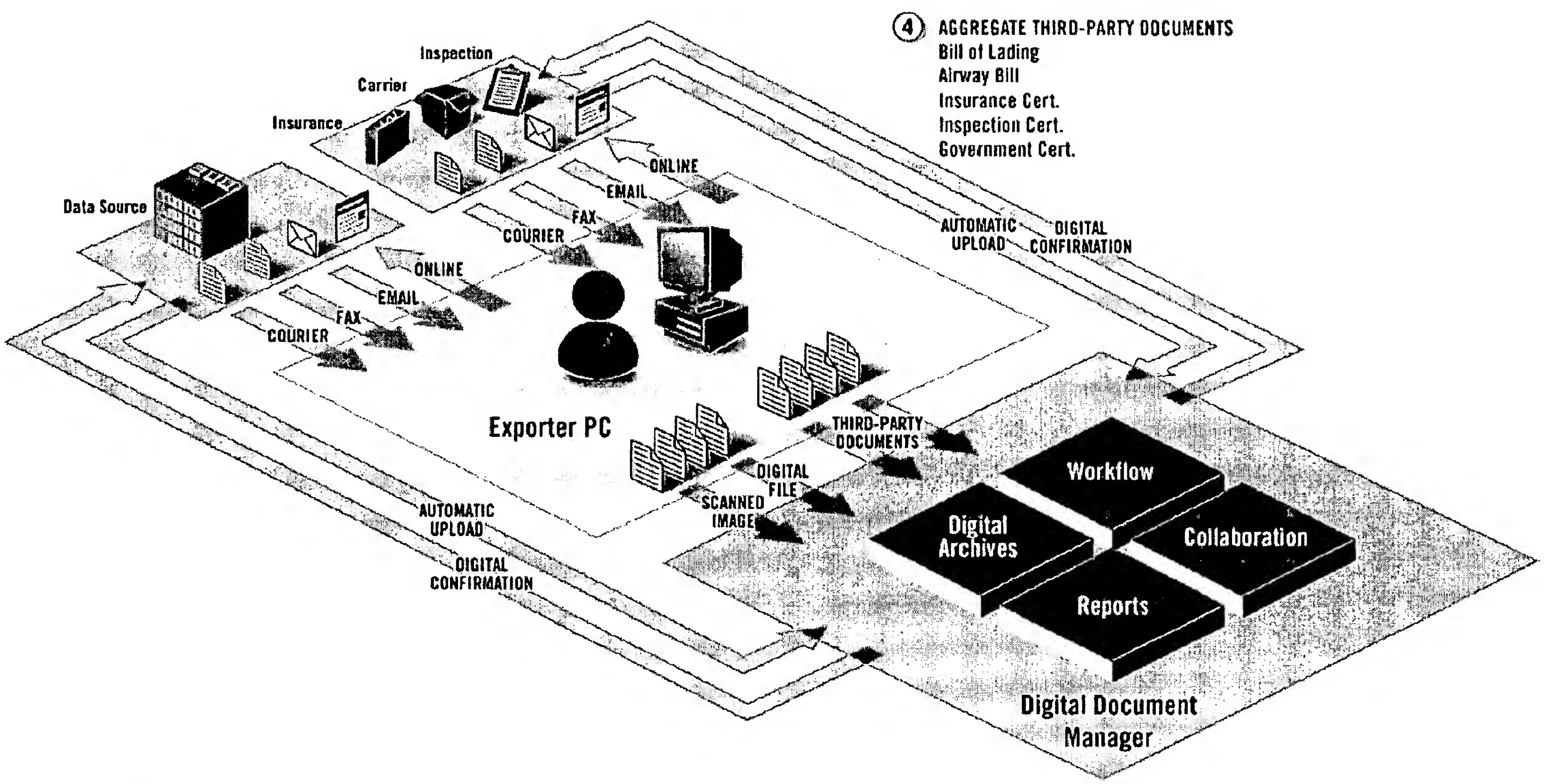

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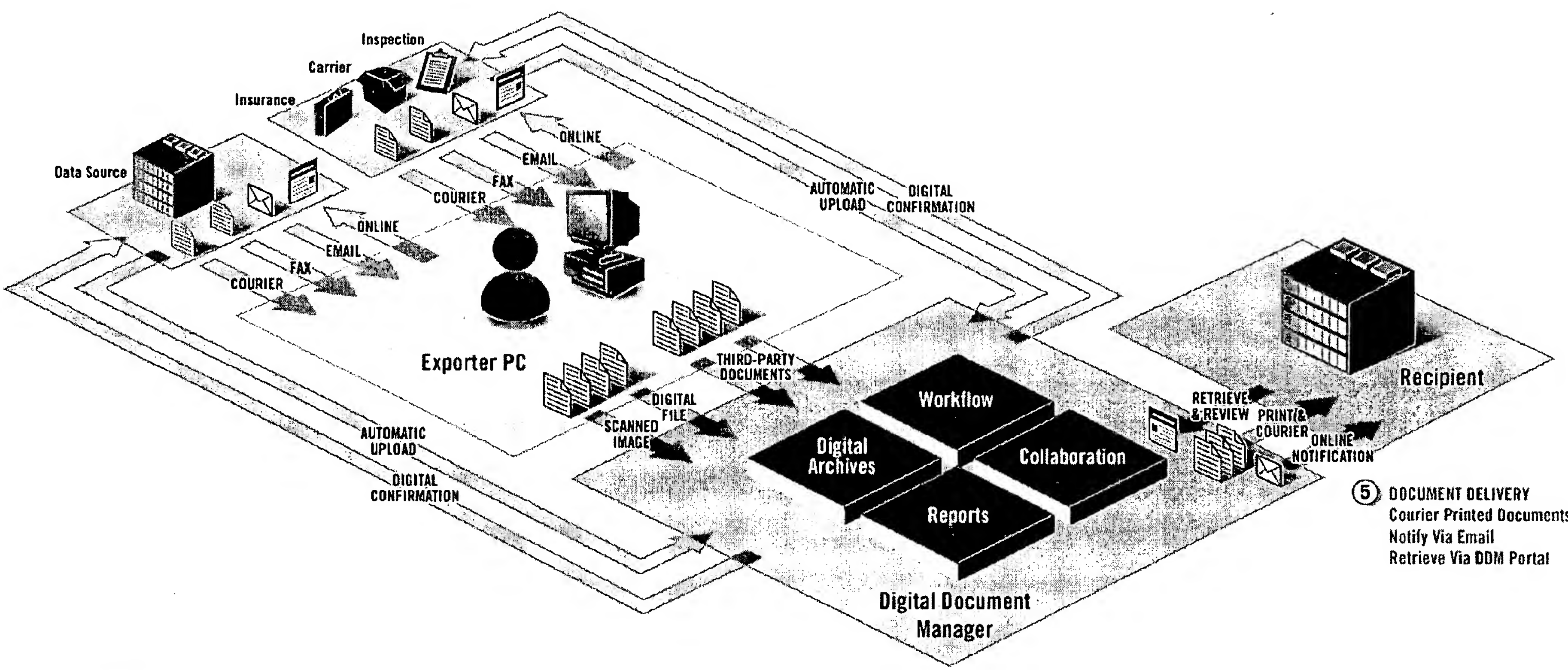
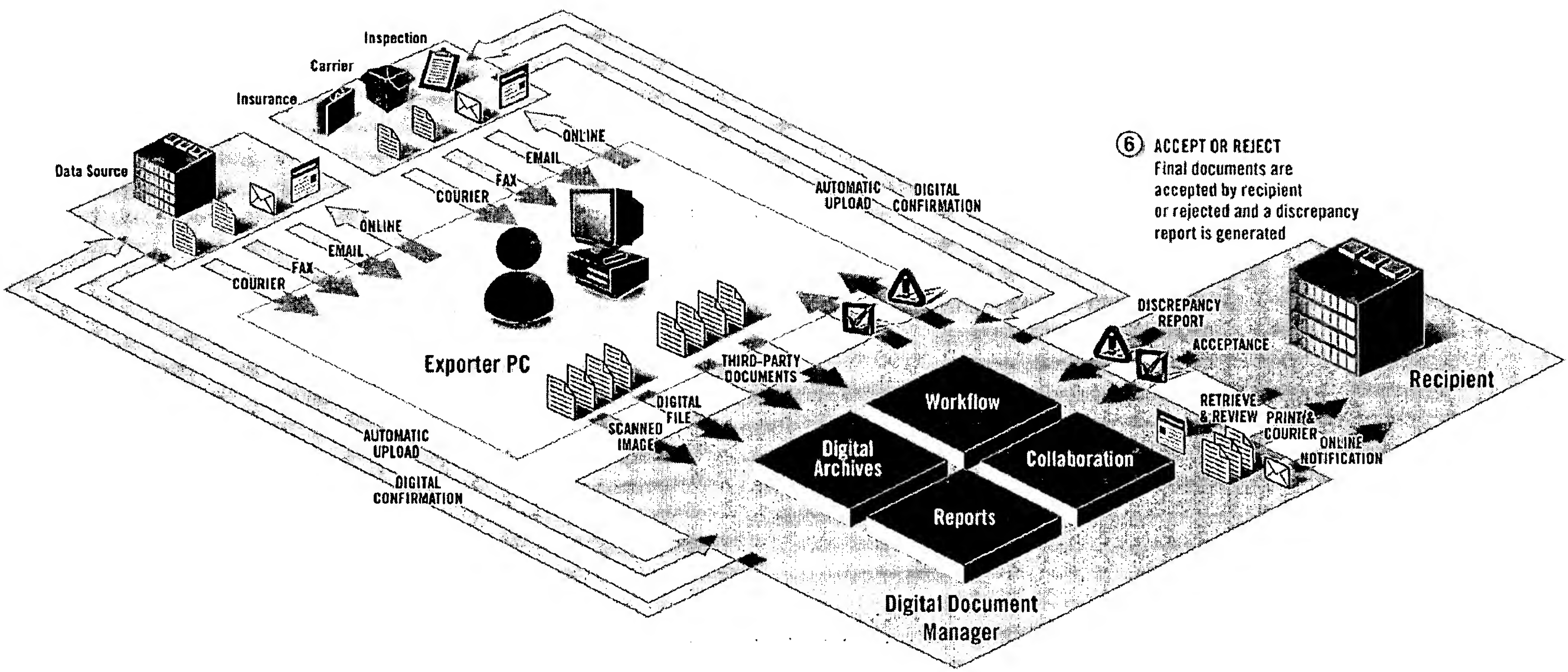
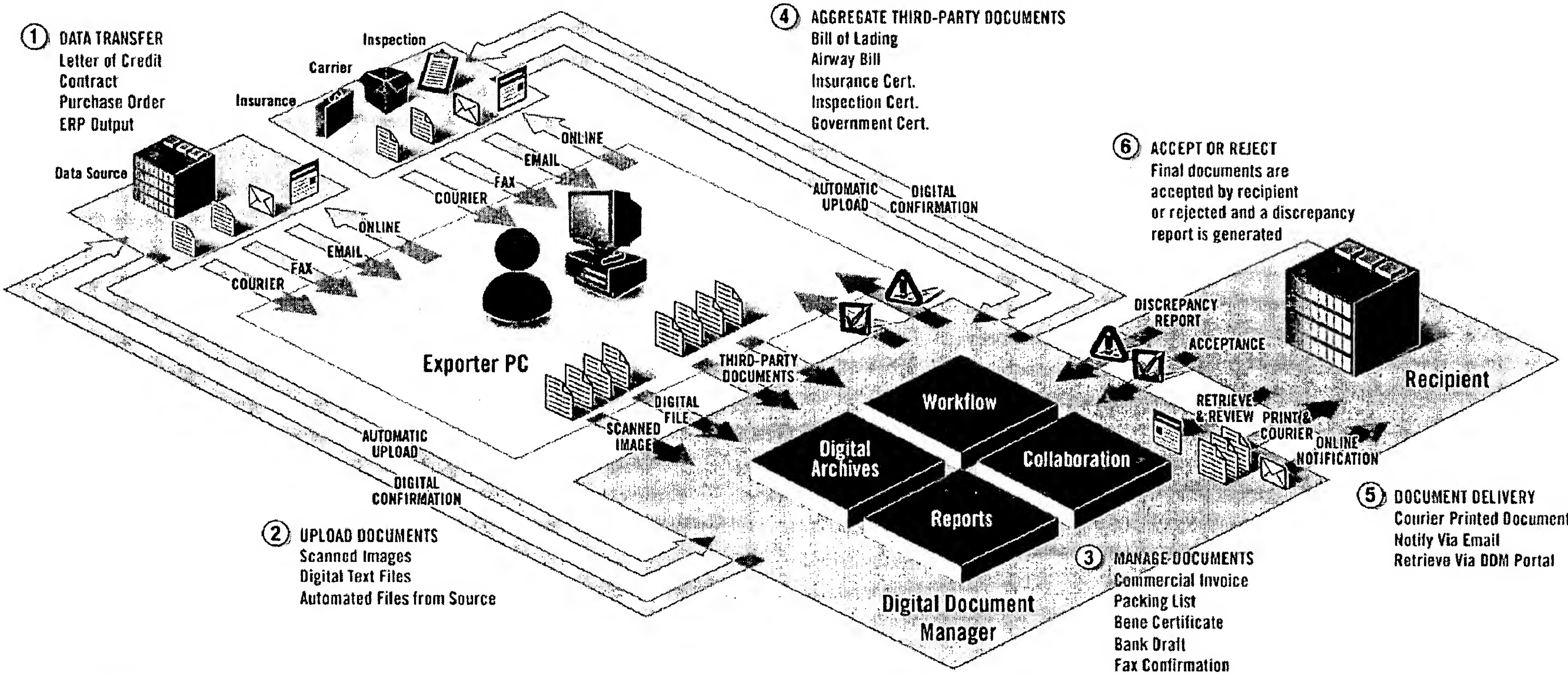


TRADE|TECHNOLOGIES



TRADE | TECHNOLOGIES



TRADE | TECHNOLOGIES

Digital Document Manager

Exporter User Guide

TRADE TECHNOLOGIES

Digital Document Manager User Guide

Trade Technologies, Inc.
3532 Bee Cave Road
Suite 210
Austin, Texas 78746
512.327.9996
512.233.2819 fax

Version 3.0
08.27.03

Table of Contents

Chapter 1

Getting Started with DDM

Trade Technologies provides exporters and banks with real-world solutions that expedite cross border trade transactions in a cost effective manner.

Digital Document Manager (DDM) is a web-based application that accelerates international payment collection, reduces costs, and improves reporting for exporters by automating the creation, management and presentation of international trade documents.

DDM is a flexible, secure, and reliable means of creating, presenting, and managing trade documents via the Internet. DDM provides:

- Secure, role-based access at any time from anywhere through an intuitive, common web interface
- Secure document sharing with encrypted information exchange and digitized signatures
- Document tracking, revision, and creation with a time stamp for each transaction event
- Centralized, secure digital system of records, eliminating the need for storing and maintaining paper files
- Document upload, search, and retrievable options for users as well as third parties, such as freight forwarders

DDM is a start-to-finish application; DDM controls the creation, review, approval and distribution of global trade documents from the beginning of the process until its completion. Among its features, DDM:

- Includes customized document library created from each exporter's paper shipping documents so users see on the screen what they usually see on paper
- Writes data directly from the Letter of Credit or other source file to required documents, eliminating manual data entry errors

- Maps and cross-references data across the requisite documents creating integrated and consistent "smart documents"
- Supports and enforces each exporter's internal documentation policies and procedures through custom configured workflow
- Enables original, executed trade documents to be electronically presented and/or printed

DDM streamlines the trade export process and ensures accuracy between all types of documents to be presented.

Working with this Guide

This User Guide is designed to assist DDM users, typically exporters, responsible for the following tasks:

- Creating and managing exporting trade transactions
- Creating all required documentation for trade transactions
- Generating trade documents and in-house reports

This Guide will assist you in creating, modifying and delivering international trade documentation. Additionally, this Guide contains a variety of practice tips that are designed to help you use DDM to solve your day-to-day international document management issues.

As you begin to use DDM, we encourage you to keep a printed copy of this Guide by your computer. Use it as a reference guide and as a place to take notes. Keeping this Guide near your computer will help you learn more quickly.

Understanding DDM Roles

For security purpose, DDM assigns permissions to users based on the role they play in the trade export process. These roles include:

- DDM Users, which includes exporters and banks working together in the export process
- DDM Administrative User, which is typically a senior member of the export staff who is given additional authorizations or permissions
- Trade Technologies Support staff, who are responsible for site deployment, creation of User Profiles, and on-going maintenance and technical support of the DDM system

- Third-party Users, who are granted permission to access DDM for a specific exporter

Contacting Trade Technologies Support
You may contact our technical support staff at support@tradetechnologies.com or 806.745.5544. Please refer to Appendix A of this User Guide for additional contact information.

Working with Third-Party Users
Customers may invite trusted third-party Users, such as freight forwarders, inspectors, overseas agents and buyers, into DDM to help in the document creation process or to review or receive documents via DDM. However, each new third-party User must sign and deliver a Third Party User Agreement form to Trade Technologies. Copies of this Agreement are available from Trade Technologies Customer Support. Upon approval by Trade Technologies, third-party Users receive a User Name and Password prior to accessing DDM.

Understanding the Process Flow

This Guide is designed to help you work with DDM on a daily basis. The workflow process using DDM can be summarized as the following general steps, which are also illustrated on the following page.

Step 1
Bank/Other Third-Party Users
- Transfers Data
  - Letter of Credit
  - Contract
  - Purchase Order
  - ERP Output

Steps 2 – 5
Exporter
- Creates a new Letter of Credit transaction
- Names the transaction
- Uploads or enters the Letter of Credit
- Enters data in the Master form
- Selects Documents
  - Commercial Invoice
  - Beneficiary Certificates
  - Certificate of Origin
  - Packing List
  - Cover Letter
  - Bank Draft
- Builds References
- Adds data on Invoice form
- Adds data on Beneficiary Certificate
- Adds Other Documents
  - Phytosanitary Certificate
  - Airway Bill
  - Bill of Lading

Adds Messages or Notes
Presents Documents

Step 6
Bank

Receives email with URL address
Logs in to specific URL site
Reviews documents
Approves or denies documents

Final Steps
Exporter

Receives notification of review
Verifies updated status on Home Page
Resolves discrepancies if needed
Creates Duplicate Draws if needed
Generates Reports

The following example illustrates the steps in the DDM Process Flow.

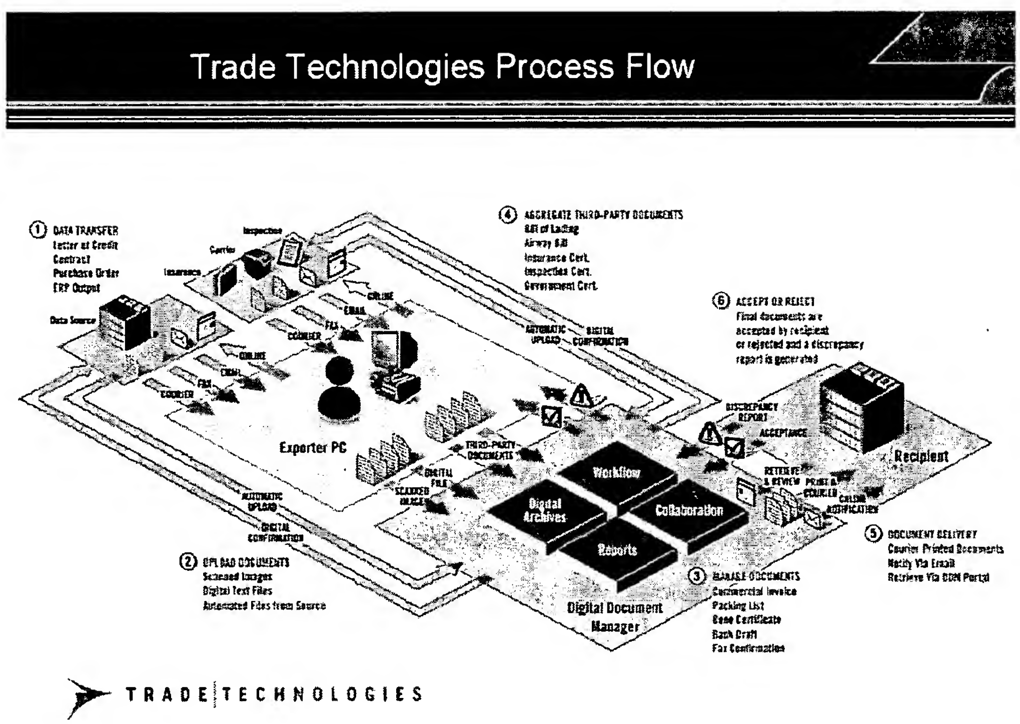
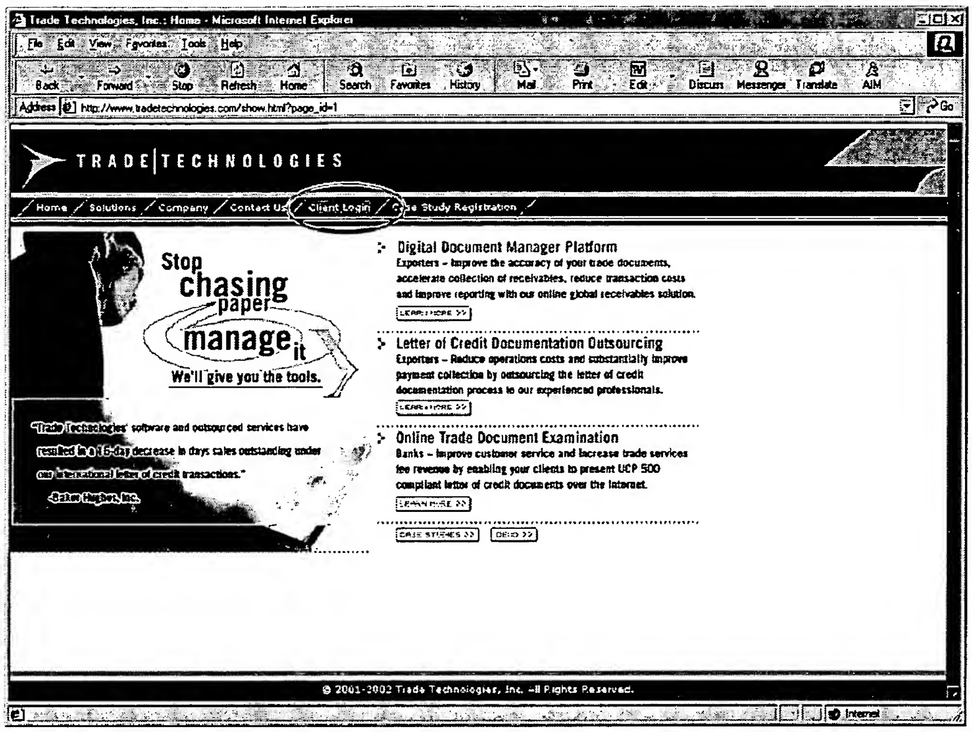


FIGURE 1.1 DDM Process Flow

Logging In

To log in to DDM, you must be assigned a User Name and Password that are related to your Company ID. These are setup initially by Trade Technologies Support staff. Because DDM is a web-based application, you may access DDM from any computer via the Trade Technologies web site at www.tradetechnologies.com, which is illustrated below.



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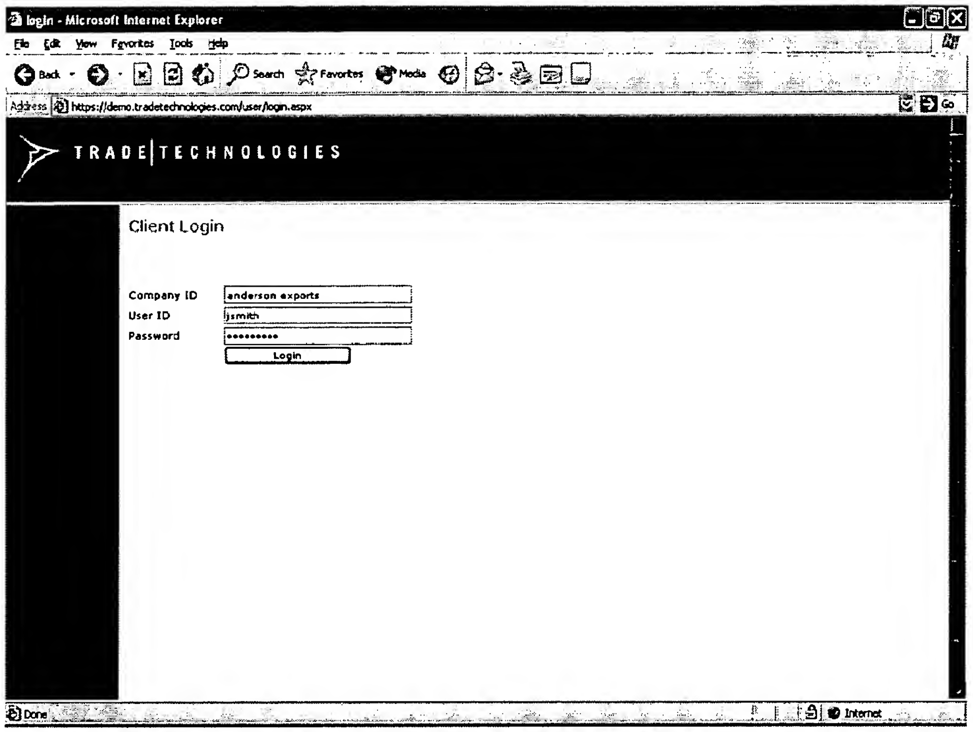

FIGURE 1.3 Client Login Screen

2. Enter your company ID in the **Company ID** field.
3. Enter your individual ID in the **User ID** field.
4. Enter your password in the **Password** field.
5. Click on the **Login** button. DDM displays your **Home Page**.

Practice Tip: *Many users prefer to create a shortcut to the DDM **Login** screen by either adding it to their browser **Favorites** or creating a shortcut icon on their desktop. Use the following URL address when creating a shortcut:* ***https://ddm.tradetechnologies.com***.

Using the Home Page

DDM's design incorporates intuitive symbols and uses standard menu and navigation options. Access to most screens is task-based and specific to a user. The starting point or central page for your work is the **Home Page**, which is illustrated below. The **Home Page** allows you to create, access, manage, and review transactions based on your role.

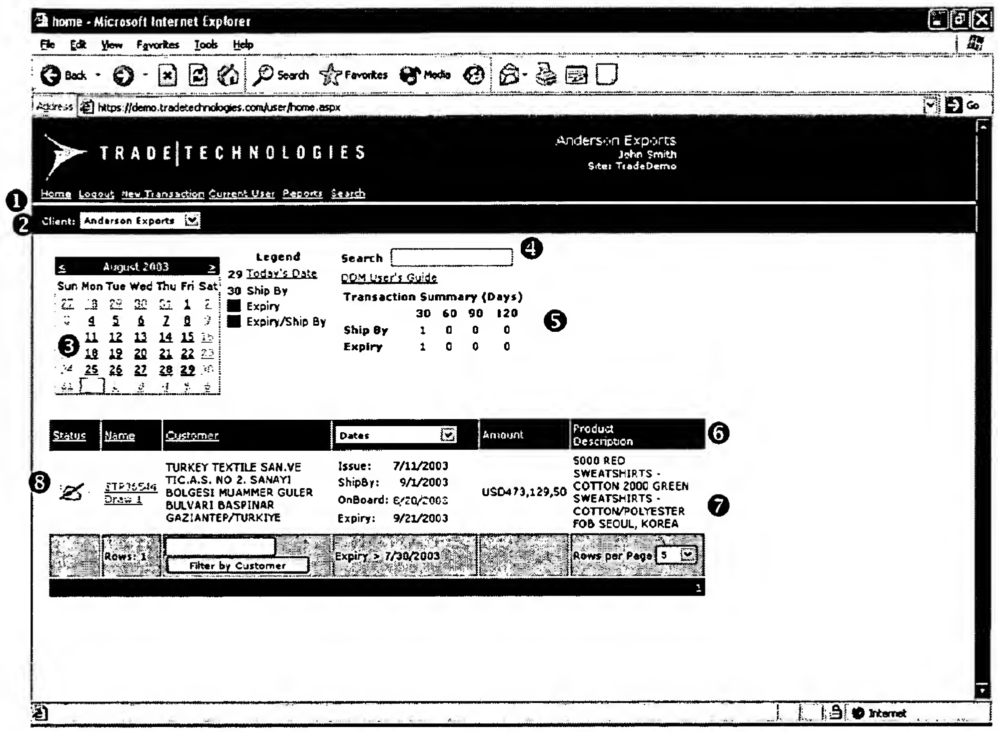

FIGURE 1.4 DDM Home Page Screen

The **Home Page** displays those functions and transactions that are included within your permissions. The components of **Home Page** include:

❶ **Navigation Menu** – allows you to perform general functions

❷ **Active Client** - allows you to select a client account from all of your company's clients

❸ **Calendar** – allows you to view the key dates associated with transactions during the selected month

❹ **Search** – allows you to search on keywords, transaction name, or clients

❺ **Transaction Summary** – allows you to view key transaction dates, such as shipping and expiry dates, within the next 30/60/90/120 day periods

❻ **Column Headings** – allows you to sort the client transactions by status, name, customer or amount

❼ **Client Transaction List** – allows you to view all transactions, with an expiration date within the next 30 days, for the active client account

❽ **Status** – displays the current status of each transaction. DDM has six (6) status levels, each of which is indicated by an intuitive symbol

At the bottom of the **Home Page** screen, you will find fields that allow you to filter or limit the number of transactions that display on the **Home Page**. You also find paging options, as illustrated below, if the transactions exceed the number designated in the filter.

~~FIGURE 1.5 DDM Home Page Screen – lower portion~~

~~To access another page of transaction, click on the appropriate page link.~~

Accessing Transactions

To access a transaction from the **Home Page**, complete the following steps.

1. Select the appropriate client from the **Active Client** dropdown list. DDM updates the **Home Page** to reflect the transactions for the selected client.
2. Click on the **Name** of the transaction in the Client Transaction list. DDM displays the ~~**Manage Transaction**~~**LC Information** screen.

Sorting Transactions

You have the option to sort client transactions by any of the column headings in the Client Transaction list. To sort transactions shown in the Client Transaction list, complete the following steps.

1. Click on a column heading to sort the transaction list by the data type. For example, if you want to sort transactions by amount, click on the **Amount** column heading. DDM sorts the transactions by dollar amount in ascending order.
2. Click on the column heading a second time to sort the transaction list in descending order.

Chapter 2

Working with User Profiles

User profiles enforce the DDM security measures requested by your company. User Profiles store information specific to each User at your company. The type of information stored in the DDM User Profile includes:

- Customer site information, such as your company's domain name and ID and the relationship to your ID and password
- User information, such as your name, address, and phone numbers
- Security information, such as your password and permissions

While you can edit some of the information within your User Profile, many functions may be performed only by Trade Technologies Support staff.

Adding or Deleting User Profiles

All new User Profiles in DDM, including those created for approved third-party users, are set up by the Trade Technologies Support staff; neither you nor your corporate DDM Administrative User can create a new User Profile. To have a new User Profile added to DDM or to have an existing profile deleted, please contact Trade Technologies Support through either of the following options:

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Phone Number: 713.932.9865
Email Address: mstockton@tradetechnologies.com

Tech Support: Carl Brightbill
Phone Number: 806.745.5544
Email Address: support@tradetechnologies.com

Viewing User Profiles

You can view information in your User Profile at any time. To view information in your User Profile, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.

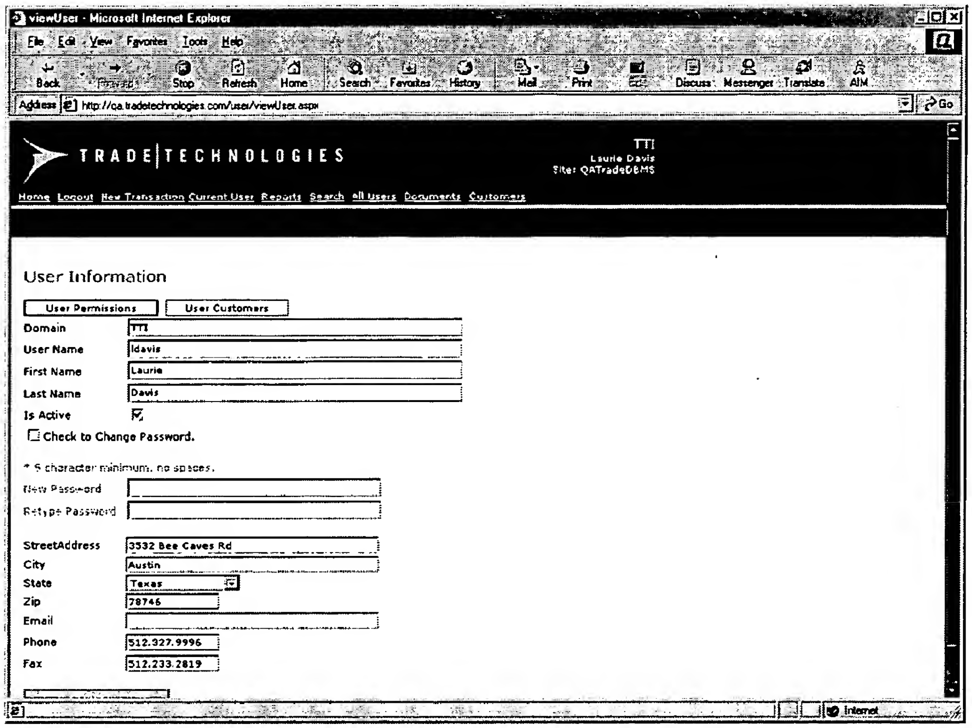


FIGURE 2.1 User Information Screen

2. Scroll through the contact information on the primary screen.

   - or -

   Click on the **User Permissions** button to view the permissions assigned to your profile.

   - or -

   Click on the **User Customers** button to view the customer accounts associated with your profile.

3. Click on the Back button to return to the **User Information** screen.

Editing User Profiles

In most cases, you can change some information, such as the contact information and your password, in your User Profile. You cannot change your permissions or assigned clients. Permissions are the security levels granted to Users that determine the type of functions you can perform and information you may review in DDM. Both the permissions and client list are set up and updated by Trade Technologies Support staff.

To edit information in your DDM User Profile, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.

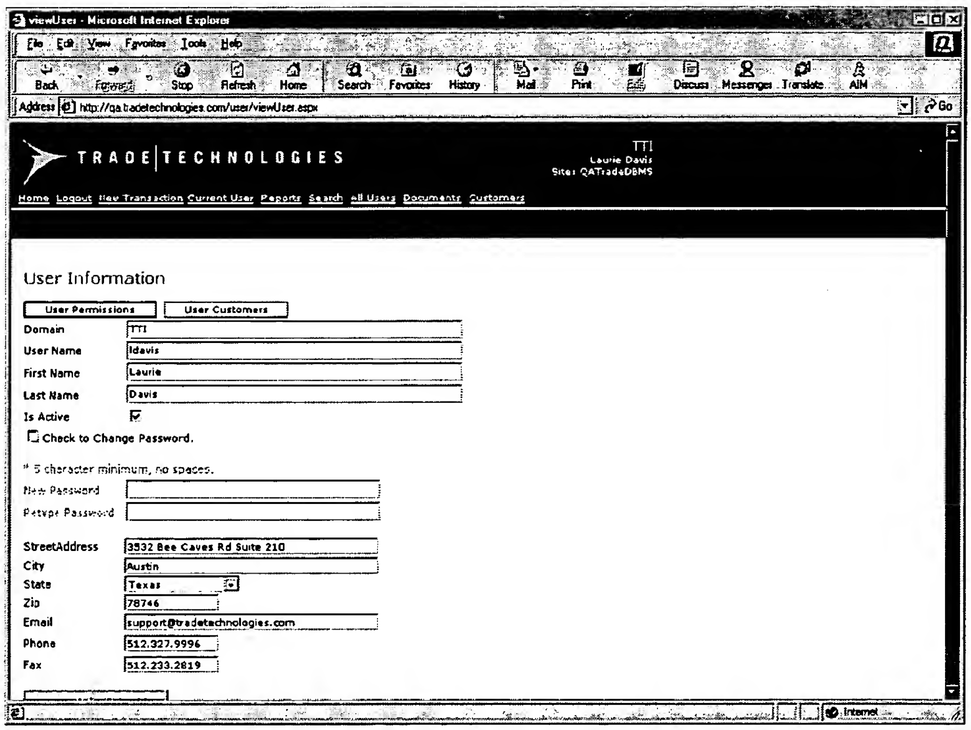


FIGURE 2.2 User Information Screen

2. Tab to the appropriate data field in which you want to add or edit information.
3. Type the new information and click on the **Submit** button.

Changing Your Password

You have the option to change your password as needed through the **User Information** screen. Passwords must be at least five (5) characters long. To change your password, complete the following steps.

1. Click on **Current User** from the Navigation Menu. The **User Information** screen displays.

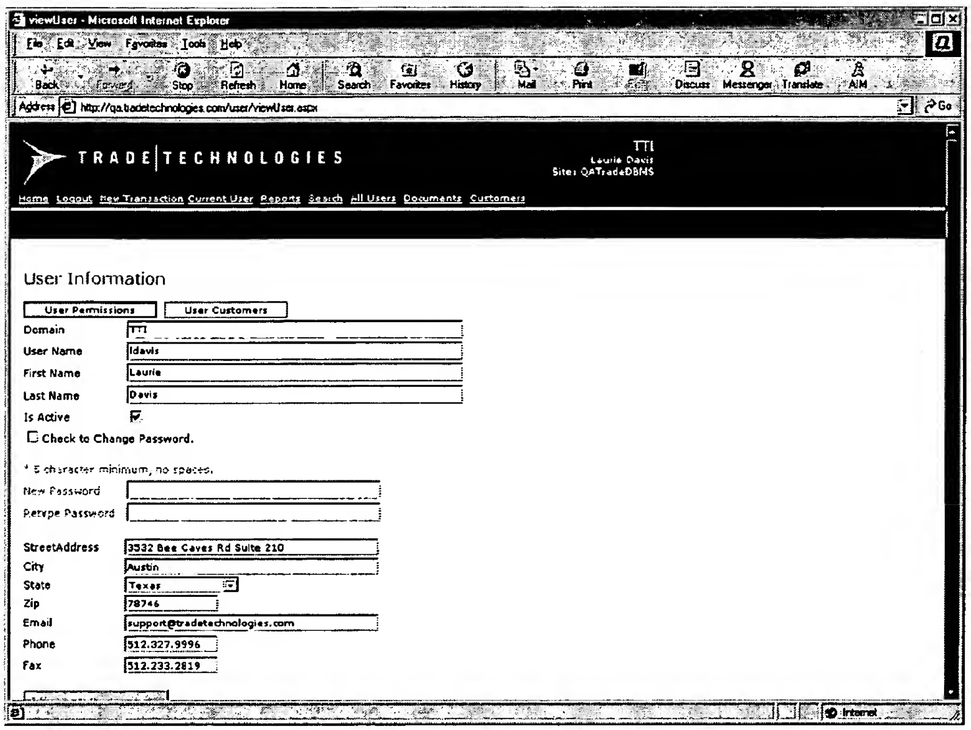


FIGURE 2.3 User Information Screen

2. Click on the **Check to Change Password** field. The **User Information** screen automatically displays the password fields.

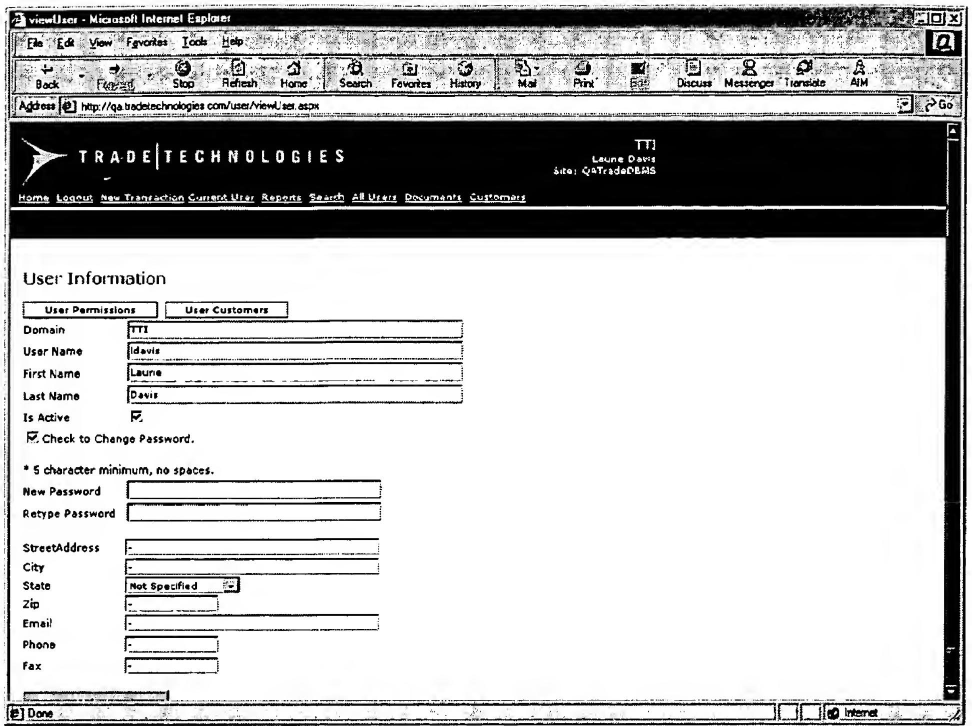


FIGURE 2.4 User Information Screen with Activated Password Fields

3. Enter your new password in the **New Password** field.
4. Reenter your new password in the **Retype Password** field.
5. Click on the **Submit** button to return to the **User Information** screen.

Chapter 3

Managing Trade Documents~~nsactions~~

DDM is designed as a start-to-finish application for exporters~~. DDM allows you~~ to create and manage a variety of transactions based on the permissions assigned to each individual User.

This section will provide you with the knowledge required to complete the following tasks in DDM:

- Creating new transactions in the application
- Uploading Letters of Credit and other documents
- Selecting and editing documents
- Adding and duplicating draws
- Building references to be included on all documents
- Updating documents

All transaction processing begins with the **Home Page** screen. If the transaction has been created, you access the transaction by clicking on the transaction **Name**. If the transaction has not yet been created, you begin the process by clicking on the **New Transaction** option from the Navigation Menu.

Note

If the task you wish to perform is not available on your Navigation Menu, please contact either your DDM Administrative User or the Trade Technologies Support staff.

Creating Trade Documents Under New Letter of Credit Transactions

When you receive a new Letter of Credit, you will set up a new transaction in DDM through the **New Transaction** function.

Naming Transactions

Each DDM customer may have a different naming convention for transactions, such as the Letter of Credit number, order number, or contract number. DDM gives you the flexibility to name transactions in the most efficient manner for your company. The only requirement is that each transaction name be unique.

Note

If you are not familiar with your company's naming convention, please contact your supervisor or DDM Administrative User.

Creating LC Transactions

To create a new Letter of Credit transaction, complete the following steps.

1. Click on the **New Transaction** option from the Navigation Menu. The **LC Information** screen displays.

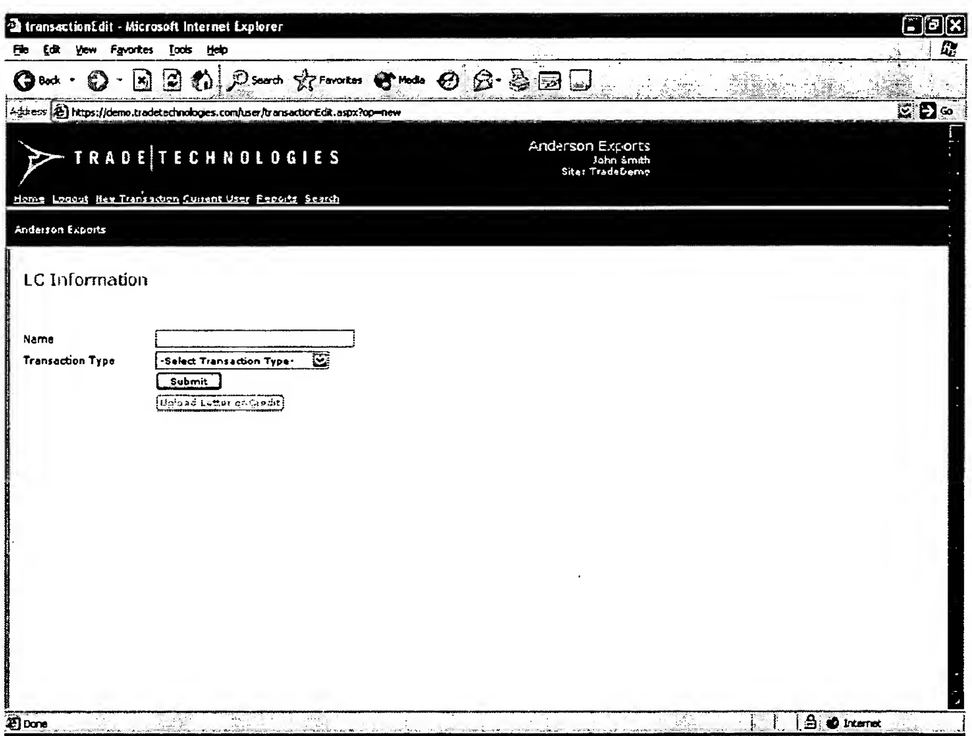


FIGURE 3.1 LC Information Screen

2. Enter the name of the transaction in the **Name** field.

3. Select **Letter of Credit** from the **Transaction Type** selection list.

4. Click on the **Submit** button. The **LC Information** screen displays the transaction name and first draw.

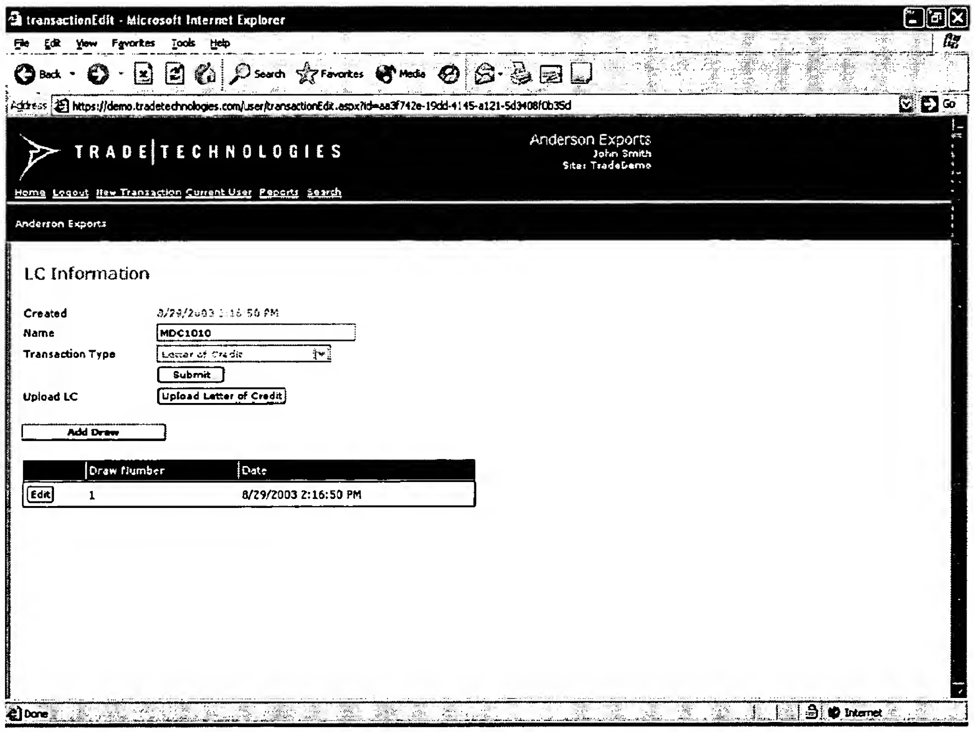


FIGURE 3.2 LC Information Screen – New Transaction

The next step is to add the Letter of Credit data to the new transaction. DDM allows you to upload the Letter of Credit if it is stored as a digital file or to enter the data through the **Letter of Credit** function on the **LC Information** screen.

Note

DDM reads **.txt, .html** and **.xml** files only; Letter of Credit digital files must be formatted as **.txt, .html** or **.xml** files to be uploaded to DDM.

Uploading Digital Letters of Credit

Most advising banks now make Letters of Credit available in a digital file, which will be sent to you by the bank upon request. You will download and store this digital file on your computer. If a digital file containing transaction data, such as the Letter of Credit or Contract, is available and the file is readable by DDM, you can upload the digital file to DDM rather than type or enter the information. ~~DDM reads digital files using the .txt format.~~ An example of a digital Letter of Credit can be found in Appendix C of this Guide.

Note

If you are unsure of whether your bank provides digital Letters of Credit, please contact your Trade Technologies Account Manager. We are happy to help you arrange to receive digital Letters of Credit.

To upload a digital file containing the Letter of Credit after ~~opening a new account~~ initiating a new transaction, complete the following steps.

1. Click on the **Upload Letter of Credit** button from the **LC Information** screen. The **Upload Letter of Credit** screen displays.

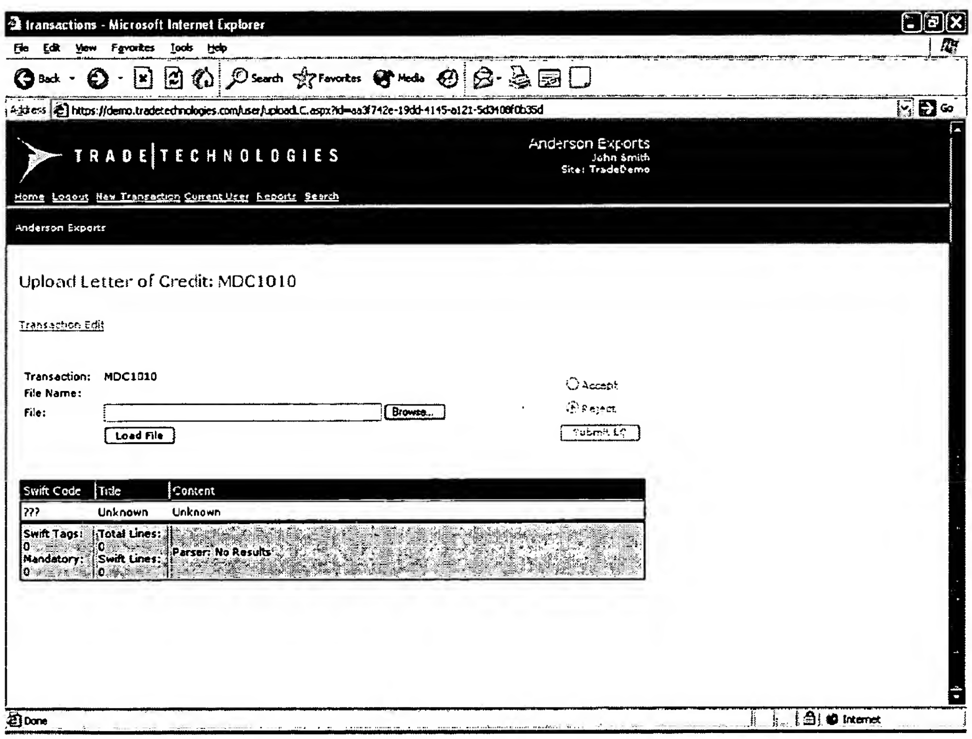


FIGURE 3.3 Upload Letter of Credit Screen

2. Click on the **Browse** button to view the Microsoft **Choose File** window, which displays all of the files stored on your computer.

3. Navigate through the folders to find the appropriate file (.txt format) that you wish to upload to DDM.

4. Select the file by highlighting its name.

5. Click on the **Open** button in the **Choose File** window. The name of the file displays in the **File** field on **Upload Letter of Credit** screen.

6. Click on the **Load File** button. DDM automatically reads the digital file and displays its summary information.

7. Review the information and select the **Accept** option if the information is correct.

   -or-

   Select the **Reject** option if the information appears to be incorrect or you have uploaded the wrong Letter of Credit for this transaction.

8. Click on the **Submit LC** button if you have accepted the information.

   -or-

   Repeat these steps if you rejected the digital file and need to upload the correct Letter of Credit.

DDM begins a parsing process where it takes the information from the Letter of Credit and stores it to specific fields within the database. By doing so, DDM eliminates the need to retype information in documents. Each time a data field is used in any of the trade documents created through DDM, that information automatically appears exactly as it does in the Letter of Credit.

When DDM completes the upload process, the **Upload Letter of Credit** screen displays the data for you to review, as illustrated in the following example.

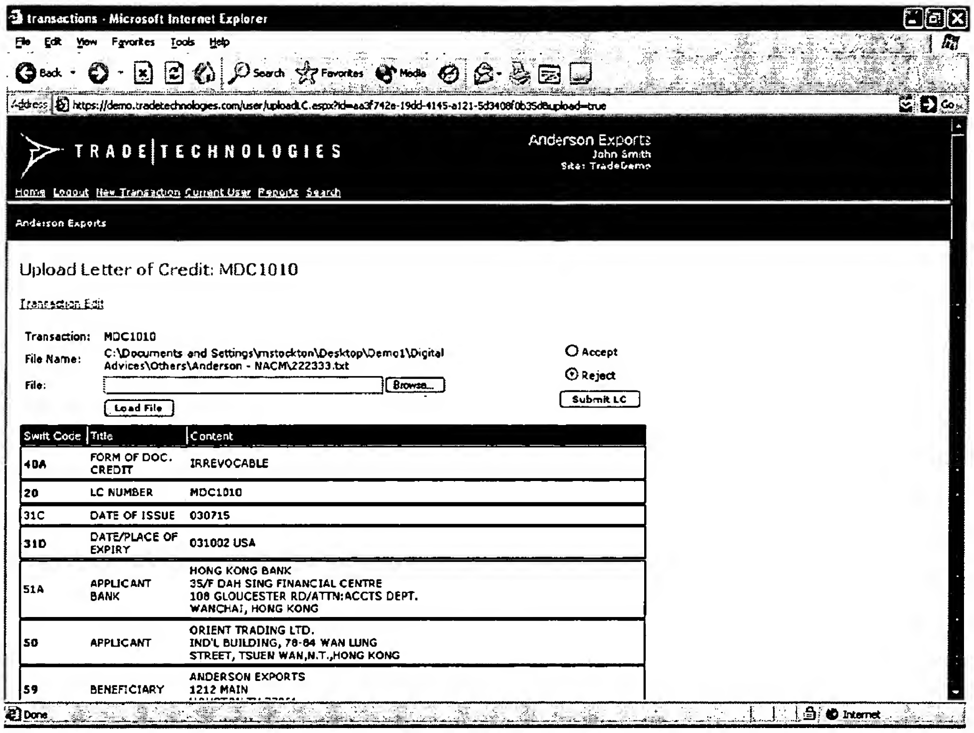


FIGURE 3.4 Upload Letter of Credit Screen – New Transaction

Entering Letter of Credit Data

As stated earlier, you have two means by which to add the Letter of Credit information. You can upload a digital file, such as an electronic version of the Letter of Credit from the bank, or manually enter the information in DDM if an electronic document is not available. To enter the Letter of Credit, you will use the **Master** form, which is available from the ~~**LC Information**~~ **Manage Transaction** screen.

To enter or edit **Master** transaction data, complete the following steps.

1. Click the **Edit** button on the **LC Information** screen to access the Manage Transaction screen

~~1.~~2. Click on **Master** from the **Manage Transaction** screen. DDM automatically creates the **Master LC Data** form (PDF) in which you may begin entering information.

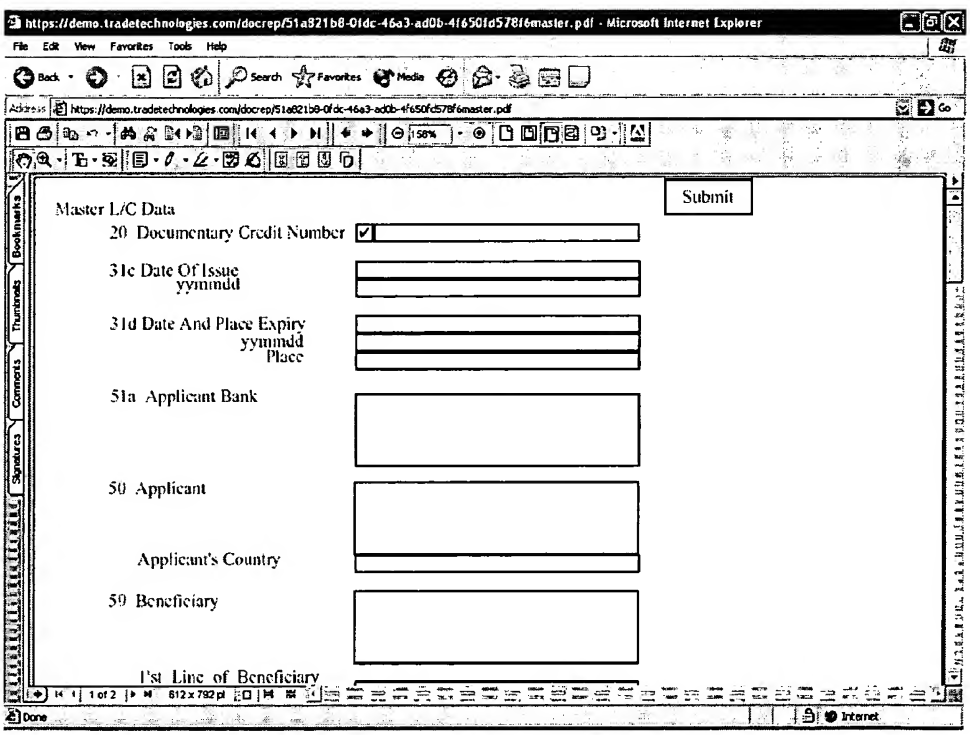


FIGURE 3.5 Master LC Data Form

~~2.~~3. Enter or edit information in any of the fields as needed.

~~3.~~4. Click on the **Submit** button to submit the information to the DDM database.

~~4.~~5. Click on the **Update Documents** button. DDM automatically stores the document and updates the **Status.**

Selecting Documents

The Letter of Credit specifies all documents that must be presented~~, such as Beneficiary Certificates and Certificates of Origin,~~ to the bank for approval and payment. The DDM Document Library includes templates that you can use to produce all required trade documents ~~types typically~~ requested in Letters of Credit.

The DDM Document library includes the following categories of document templates:

- Invoices
- Packing Lists
- Certificates
- Transport Documents
- Fax Templates
- Bank Documents
- Report Data Entry Documents
- Masters

Each category contains several applicable types of trade document templates.

Selecting documents is an important step in the beginning of the transaction management process. Each of these documents will be included with those presented to the bank. Additionally, DDM allows you to report on data from these documents.

Practice Tip: *For Beneficiary Certificates required in Letter of Credit transactions, you can type or paste the actual text of the certification directly into the* ***Certification*** *field next to one of the list Beneficiary Certificates included in the DDM Document Library. This will automatically create a complete Beneficiary Certificate with all of the required language.*

Three templates initially default to all transactions in DDM: [MASTER], [REPORTS-BANKING], and [REPORTS-LOGISTICS]~~Banking, Logistics, and Master~~. DDM allows you to select and add other documents to be included for the transaction through the **Document Selection** and **Add Other Documents** functions.

The **Document Selection** screen allows you to choose documents for a transaction. To select those documents to be presented for the transaction, complete the following steps.

1. Click on **Document Selection** from the **Manage Transaction** screen. The **Document Selection** screen displays.

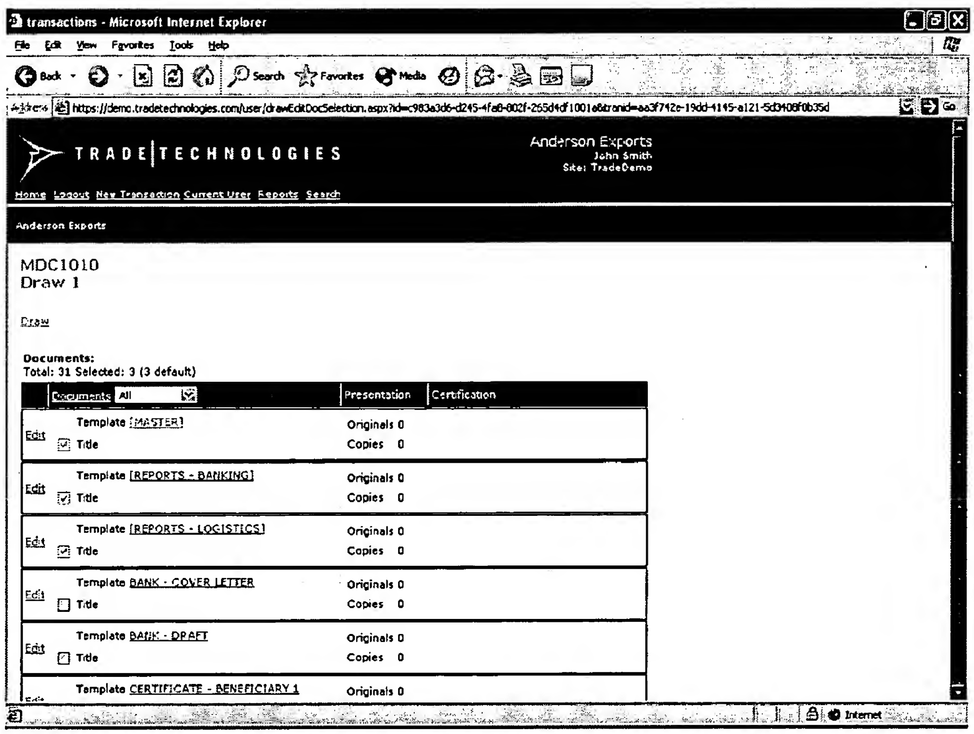


FIGURE 3.6 Document Selection Screen

2. Click on the **Edit** button next to the document you wish to include in the transaction. DDM automatically creates an electronic form (PDF) in which you may begin entering information.

3. Enter a name in the **Title** field and check the **Title** box.

4. Enter the number of original documents to be presented in the **Originals** field.

5. Enter the number of copies to be presented in the **Copies** field.

6. Enter any other required information for the document in the **Certification** field to the right of the screen.

7. Click on the **Update** link to update the document and return to the **Document Selection** screen.

8. Click the **Draw** link to return to the **Manage Transaction** page.

If you need to add or delete documents, you may return to the **Document Selection** screen at any time to select or unselect documents.

Building References

All Letters of Credit have an "Additional Conditions" section that must be complied with~~met~~ for the transaction to be approved. If the Letter of Credit has information or data that needs to be repeated on one or more documents under "Additional Conditions," use the **Reference Builder** function to save time and ensure that the additional conditions are met.

To build a reference to a transaction, complete the following steps:

1. Click on **Reference Builder** from the **Manage Transaction** screen. The **Document References** screen displays.

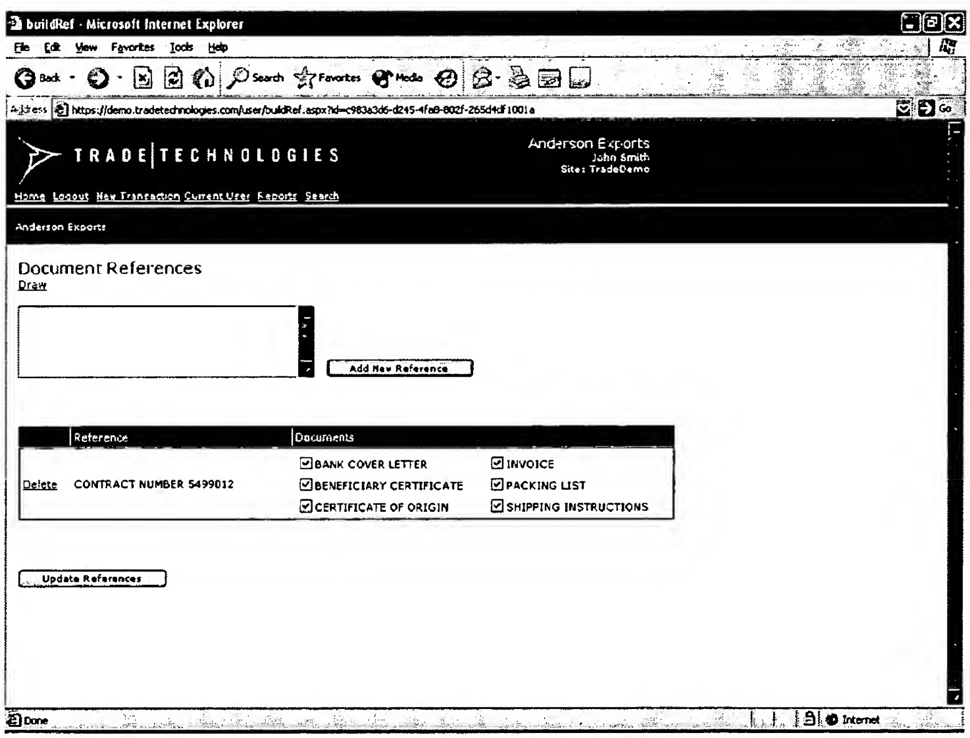


FIGURE 3.7 Document References Screen

2. Enter the reference information in the field. You can type or paste information in this field.

3. Click on the **Add New Reference** button. A list of the documents that you have selected for your draw displays.

4. Choose the documents on which you wish to include this reference by checking the box next to the document name.

5. Click on the **Update References** button. Your new reference will be included on each of the selected documents automatically.

6. Verify that the new reference appears in the selected documents.

7. Click on the **Transaction Edit** button to return to the Transaction Edit screen.

Note

Always enter references prior to editing a document directly inside the PDF form. Once you click on the **Submit** button inside of a document, the document cannot be updated using the **Reference Builder.**

Practice Tip: ***Reference Builder*** *is a great tool for inputting data required by the Letter of Credit or contracts to appear on more than one document. References can be entered once and included on multiple documents with a single keystroke.*

~~Managing~~ Transaction ~~Transactions~~Documents

Once a transaction is created, it displays on the **Home Page** with its current status. You can continue to manage the transaction from the **LC Information** screen. From the **LC Information** screen, you can enter information in all required documents, select required documents, and indicate the number of copies to be presented when the transaction is submitted for approval.

To continue managing transactions, complete the following steps.

1. Click on the **Name** of the transaction on the **Home Page**. The **LC Information** screen displays.

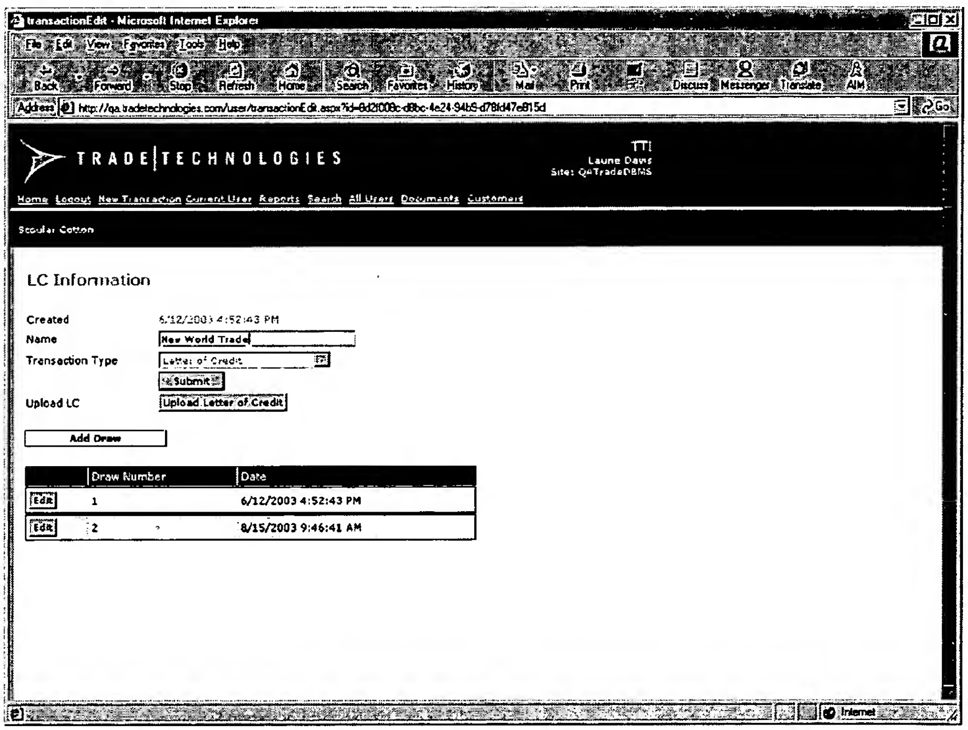


FIGURE 3.8 LC Information Screen

2. To access the documents under a specific transaction, c~~C~~lick on the **Edit** button for the appropriate **Draw Number**. The **Manage Transaction** screen displays.

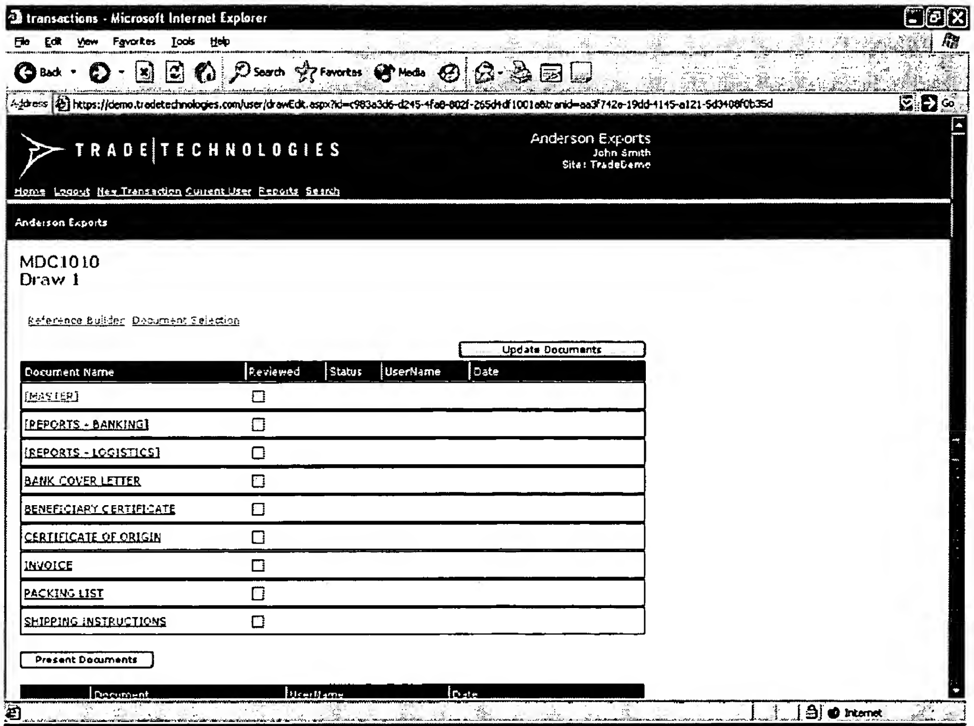


FIGURE 3.9 Manage Transaction Screen

3. Click on the **Document Name** in which you want to enter information. DDM automatically creates an electronic form (PDF) in which you may begin entering information. For example, if you select the **Invoice** template, the **Invoice** form displays.

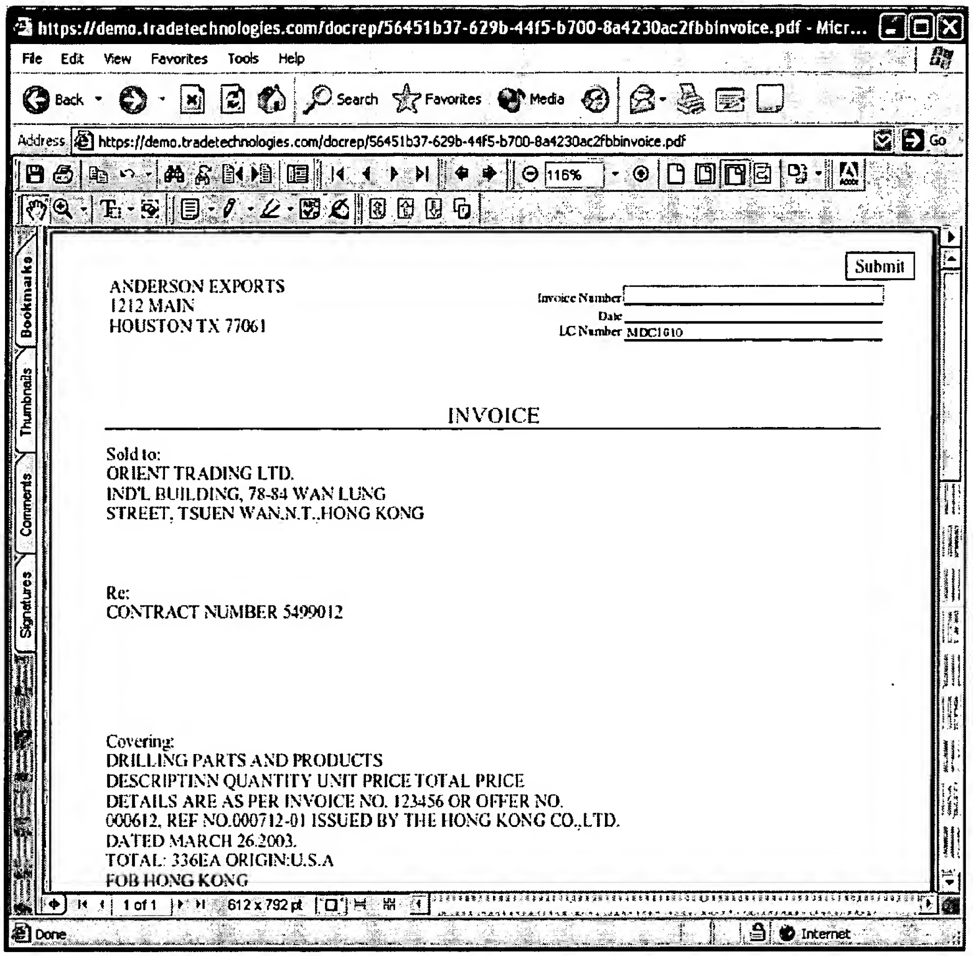


FIGURE 3.10 Invoice Form

~~Click on the **Submit** button when you have entered the required data.~~

~~5.Click on the **Update Documents** button on the **Manage Transaction** screen. DDM automatically stores the document data in the database and updates other documents as well as the transaction **Status.**~~

~~6.Repeat steps 1-5 as you continue to enter and manage documents for the transaction.~~

~~DDM allows you to add other third party documents to be included for the transaction through the **Add Other Documents** functions.~~

Modifying Documents

Once you have created a document, DDM stores a PDF form, which can be modified if needed. To modify an existing document that was created through DDM, complete the following steps.

1. Click on the document **Name** from the **Manage Transaction** screen. DDM automatically opens the digital (PDF) form. Following is an example of the **Invoice** with additional information filled directly into the form,~~**Logistics Detail** form with data that can be modified.~~

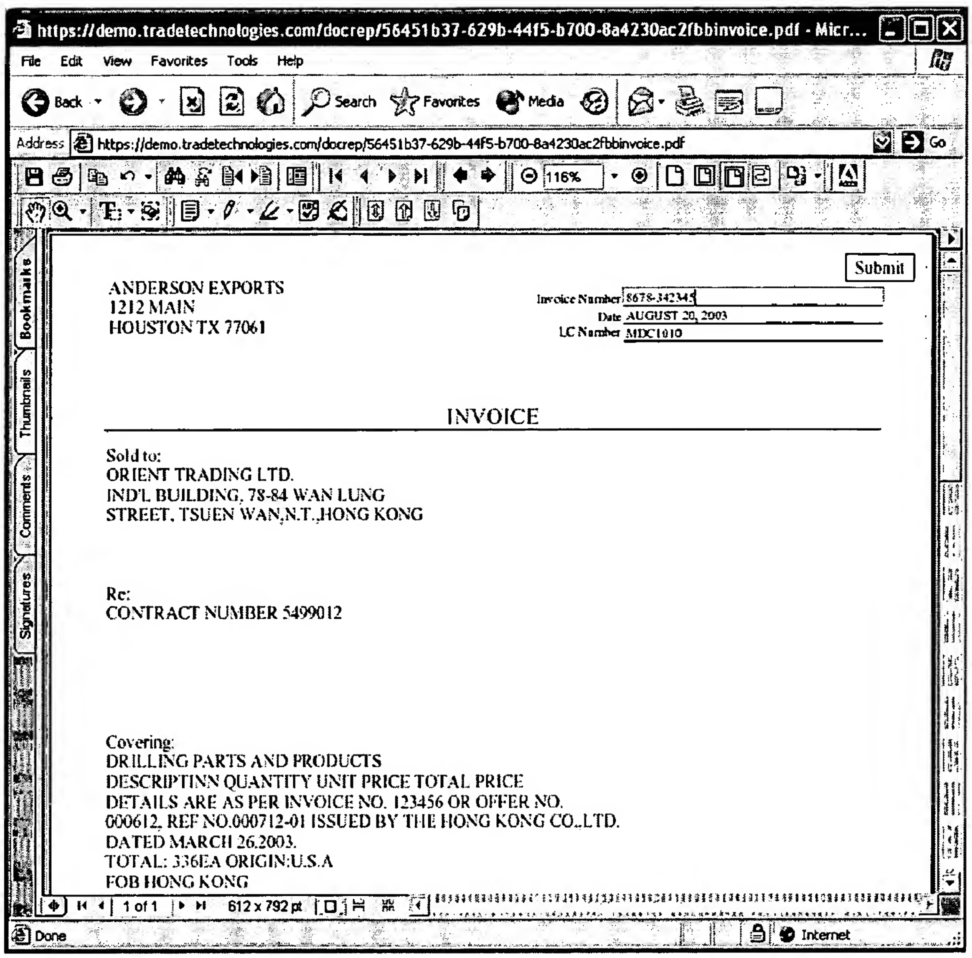


FIGURE 3.11 ~~Logistics Details~~Edited Invoice-Form

2. Modify the data as needed.

3. Click on the **Submit** button on the form.

4. Close the Internet Explorer window

4.5. Click on the **Update Documents** button on the **Manage Transaction** screen. DDM automatically stores the data in the database and updates all related documents and the **Status.**

Adding Other Documents

DDM allows you to add third-party documents or other transaction-related documents, such as insurance certificates, to a transaction through the **Add Other Document** function. After you add a document, DDM adds a link to this document under the **Other Documents** section on the **Manage Transaction** screen.

Note

DDM reads over 200 file types. Users may upload almost any file type to the **Other Document** section for storage and reference purposes. However, to utilize the **Print Document Page** to print or present documents online, the document must be uploaded in a **pdf** format.

DDM gives you the option to mark a document type as a default. When you mark a document type as a default, DDM automatically includes that document type in the documents to be presented.

Complete the following steps to add other documents to a transaction.

1. Click on the **Add Other Document** button on the **Manage Transaction** screen. The **Upload Other Document** screen displays.

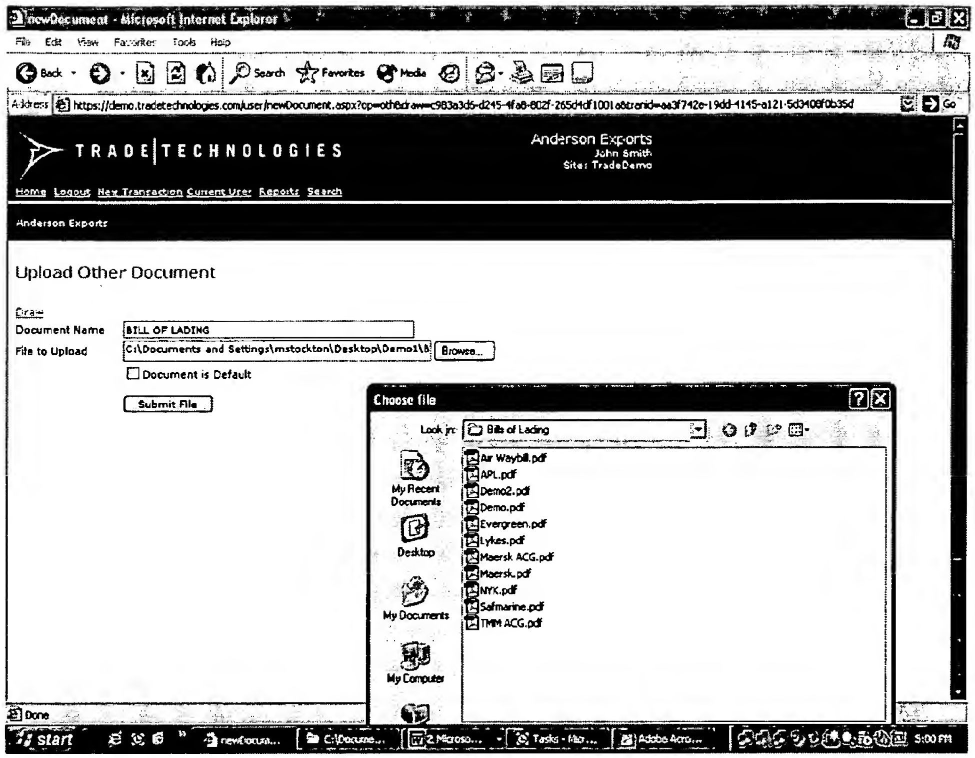


FIGURE 3.12 Upload Other Document Screen

2. Enter a name for the document in the **Document Name** field.

3. Click on the **Browse** button to view the Microsoft **Choose File** window, which displays all of the files stored on your computer.

4. Navigate through the folders to find the appropriate file that you wish to upload to DDM.

5. Select the file by highlighting its name and click on the **Open** button. The file name appears in the **File to Upload** field on the **Upload Document** screen.

6. ~~Click on the **Document is Default** field if you want this document included as a default.~~

7. Click on the **Submit File** button. The ~~**Customer Documents**~~Manage Transaction-screen displays.

*__Practice Tip:__ Many customers use the **Other Documents** section of the **Manage Transaction** screen not only for all required documents, such as transport and insurance documents, but also for emails, notes, spreadsheets and other back-up or reference transaction materials. By uploading data files to the **Manage Transaction** screen, you can create a digital file cabinet that is always available from any location. In addition, the digital copy is located offsite and routinely backed-up for disaster recovery purposes.*

Adding Messages

You can add a note to yourself or a message to other people working on a transaction though DDM. DDM stores each related message with the transaction.

Practice Tip: *By making a habit of including notes and messages in the **Messages** section of DDM, you can keep other members of your team aware of key dates, developments, issues, and status of your transactions.*

To add a message to a transaction, complete the following steps.

1. Click on the **Add Message** button on the **Manage Transaction** screen. The **Message Information** screen displays.

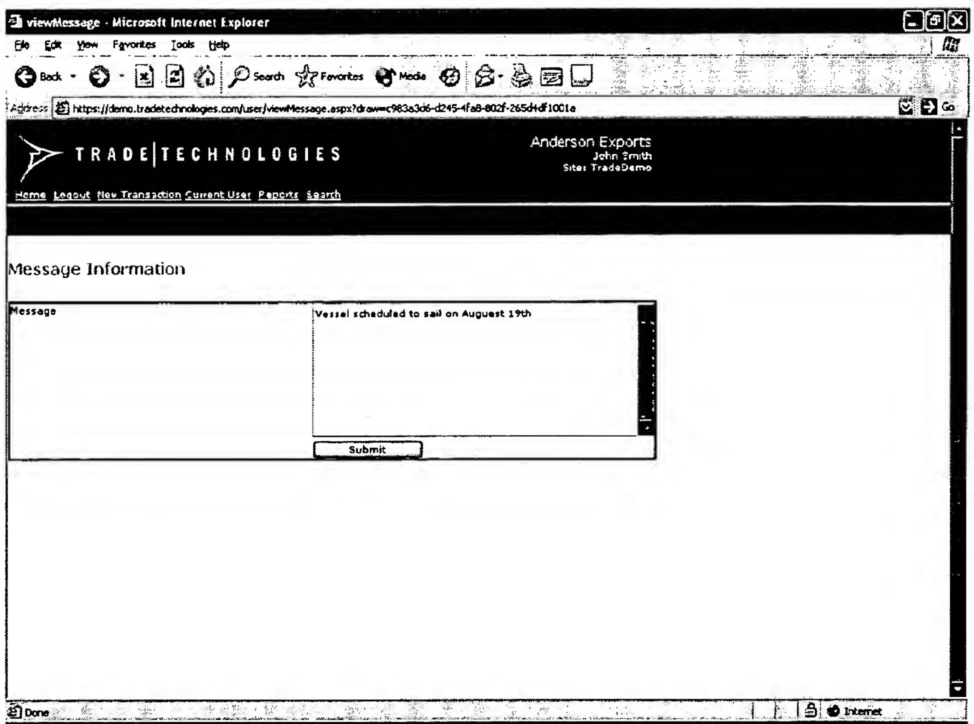


FIGURE 3.13 Message Information Screen

2. Type the message or note in the **Message** field.

3. Click on the **Submit** button.

A link to this document will be added under the **Messages** section of the **Manage Transaction** screen.

Duplicating Draws

The **Add Draw** function allows you to efficiently manage multiple shipping transactions under a single Letter of Credit by duplicating draws for a single Letter of Credit. DDM ensures that the duplicate draw matches the original exactly. You need to enter only a few fields, such as the transaction number, amount, and ship date.

Practice Tip: *The **Add Draw** functionality saves time and reduces errors by automatically copying your prior transaction documents into a new transaction. Once you have modified any information that has changed, you are done with the new transaction without any duplication of effort in selecting and naming documents~~.~~.*

To duplicate a draw for a transaction, complete the following steps.

1. Click on the **Add Draw** button on the ~~**Manage Transaction**~~**LC Information** screen. The new draw automatically displays on the ~~**Manage Transaction**~~**LC Information** screen.

2. Click on the **Edit** button next to the new Draw number.

3. Edit each document by entering the new information that is specific to this draw, such as the transaction number, amount, or ship date.

Chapter 4

Presenting Documents

Once documents are ready for delivery to a third party, such as a buyer, bank, or agent, DDM enables you to print all of the documents at one time to deliver ~~the documents~~ via ~~printed~~courier ~~form~~ or to present digital documents online through the Trade Technologies secure web site. Presenting documents online allows banks to review and approve the documents for payment without the need to print and courier documents. ~~When you present document online, DDM automatically sends an email to the approved third party notifying them that the documents are available online from the Trade Technologies web site. The bank can then login at the specified URL, review the documents online, and approve or deny the documents. DDM immediately notifies you of the status of the review.~~

~~This feature of DDM provides a significant timesavings especially if the bank finds a discrepancy in the documents. In that case, DDM updates the status of the documents immediately allowing to you to quickly correct the documents and present them online again to the bank.~~

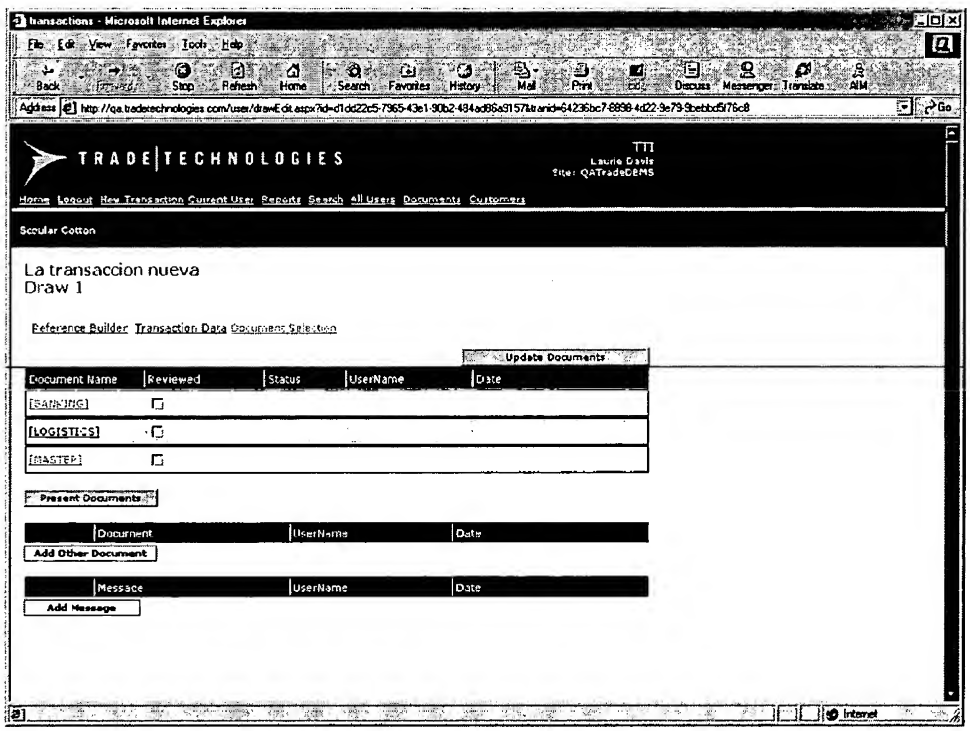
> ~~**Note**~~
>
> ~~Because of the sensitivity of providing third parties access to original trade documents, the **Present Documents** function is usually limited to one or two individuals, such as the DDM Administrative User, at any customer site. Consequently, you may not be able to access this function from your **Manage Transaction** screen. If you have any questions about this function, please contact your DDM Administrative User.~~

~~Preparing Documents~~

~~When you have completed all of the required documents for presentation to a third party, such as a buyer, bank, or agent, DDM enables you to deliver the documents via printed form or online through the Trade Technologies secure web site. To ensure the terms of the Letter of Credit are met, complete the following steps prior to presenting documents.~~

~~1.Click on the **Name** of the transaction from your **Home Page** to access the **LC Information** screen.~~

~~2.~~1.~~Click on the appropriate **Edit** button to access the **Manage Transaction** screen.~~



~~FIGURE 4.1 Manage Transaction Screen~~

~~3.Click on the **Document Selection** link to verify that the number of originals and copies for each document are correct.~~

~~4.~~2.~~Click on the **Edit** button by a document if you need to change or update that information.~~

~~5.Click on the **Submit** button if you changed any information.~~

~~6.Click on the **Draw** link to return to the **Manage Transaction** screen.~~

Presenting Electronic Documents

When you have verified that all required documents for presentation to a bank are ready, DDM enables you to deliver the documents as electronic documents from the Trade Technologies secure web site. To do so, the bank will be included as a third-party customer from your site. When you present documents in this manner, the bank or third party receives an email from Trade Technologies indicating that the documents are ready for review from a specific URL from the Trade Technologies site. The bank or third party can review the documents online and approve or deny the documents, at which point DDM automatically updates the status of the transaction on your **Home Page**.

To present documents online through the Trade Technologies secure web site, complete the following steps.

1. Click on the **Present Documents** button on the **Manage Transaction** screen. The **Manage Transaction** screen displays the options to send the documents electronically.

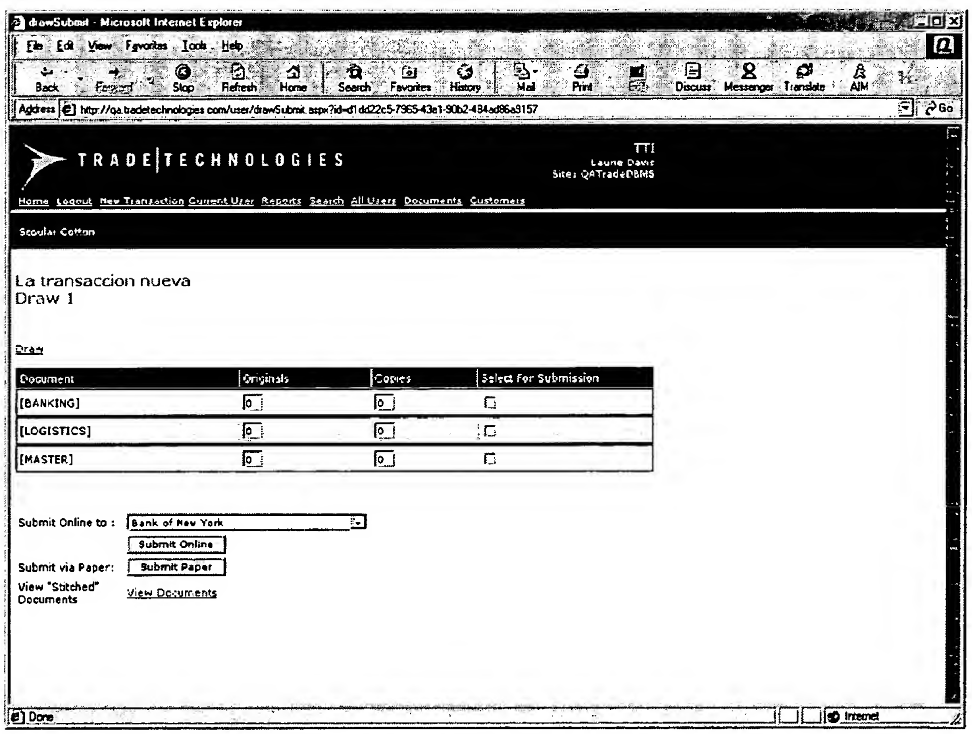


FIGURE 4.2 Manage Transaction Screen – Present Document options

2. Select a bank from the **Submit Online to** field.

3. Click on the **Submit Online** button. DDM automatically generates a combined or "stitched" bundle of all of the documents to be presented online.

4. Click on the **View "Stitched" Documents** link to view those documents that will be presented online to the bank via a URL address.

This feature of DDM provides a significant timesavings especially if the bank finds a discrepancy in the documents. In that case, DDM updates the status of the documents immediately allowing to you to quickly correct the documents and present them online again to the bank.

Note

Because of the sensitivity of providing third parties access to original trade documents, the **Present Documents** function is usually limited to one or two individuals, such as the DDM Administrative User, at any customer site. Consequently, you may not be able to access this function from your **Manage Transaction** screen. If you have any questions about this function, please contact your DDM Administrative User.

Presenting Printed Documents

When you have verified that all required documents for presentation to a third party are ready, DDM enables you to ~~present the documents in a printed form~~print the appropriate number of Originals and Copies of all required documents with one click. These printed documents can then be couriered to the appropriate third party. To present documents as printed forms, complete the following steps.

1. Click on the **Present Documents** button on the **Manage Transaction** screen. The **Manage Transaction** screen displays the options to send the documents.

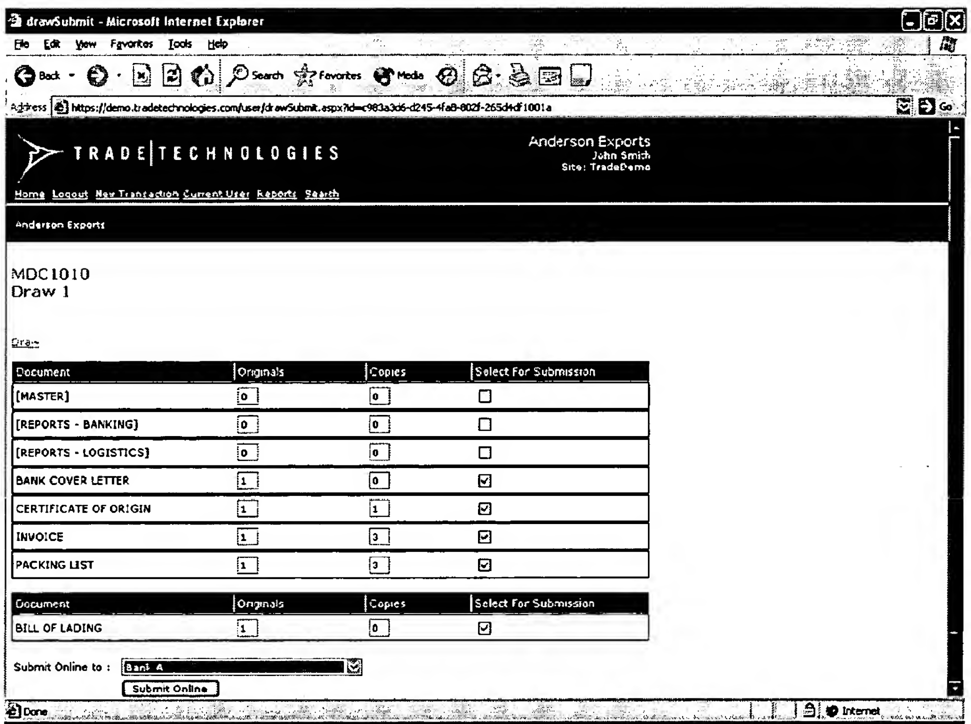


FIGURE 4.3 Manage Transaction Screen – Present Document options

2. Click on the **Submit via Paper** button. DDM automatically generates a combined or "stitched" bundle of all of the documents to be printed.

3. Click on the **View "Stitched" Documents** link to view those documents that can be printed.

Chapter 5

Generating Reports

The DDM **Reports** function allows you to generate statistical reports on three categories: Fees, Logistics, and Transactions. Data for these reports is drawn from the transactions and forms (PDF) you enter in DDM. For example, data entered on the **Banking** and **Logistics** forms through the **Manage Transaction** function populates the **Banking Fees** and **Logistics Details** report. Because DDM is a real-time Internet application, the information used to generate reports is always current.

You can access the **Reports** function from the Navigation Bar. The following standard reports can be generated through DDM:

- **Banking Fees** - This report provides a detailed analysis of the banking fees incurred with each shipment.
- **Logistics Details** - This report provides critical shipping date information and tracks third party service providers and their fees.
- **Transaction Details** – This report provides an overview of key shipment and expiry dates, bank fees and DSO performance.

Reports generated through DDM can be formatted as any of the following formats:

- **View Report**, which allows you to view the report on your screen
- **Print Report**, which allows you to print the report in its PDF format
- **Export to Excel**, which allows you to export the data to a Microsoft Excel file
- **Rich Text Format**, which allows you to generate the report in a generic text format that can be uploaded by other parties

DDM enables you to generate a report with only as much information as needed. Filtering options, such as text or currency amounts, allow you to

restrict the information included in a report. When you enter any text as filtering criteria, DDM includes all transactions containing the term, thereby eliminating the need to know the exact name of the information. Each time you enter filtering criteria, DDM adds data or content to the report.

Populating Report Data

The data used to generate ~~throughout the~~ **Reports** comes from several locations: the transaction documents, the Letter of Credit, and additional information keyed into the [Reports - Logistics] and [Reports - Banking] forms. ~~function in DDM comes in part from the documents in which you enter data. For example, data entered in the Master, Banking, and Logistics templates populate or provide the data for many of the reports generated in DDM.~~ Trade Technologies has the ability to customize both the data input fields and the reports that are outputted for you.

Below are examples of the Template [Reports - Banking] and [Reports - Logistics] data entry templates. All data in these fields flow to different reporting output locations.

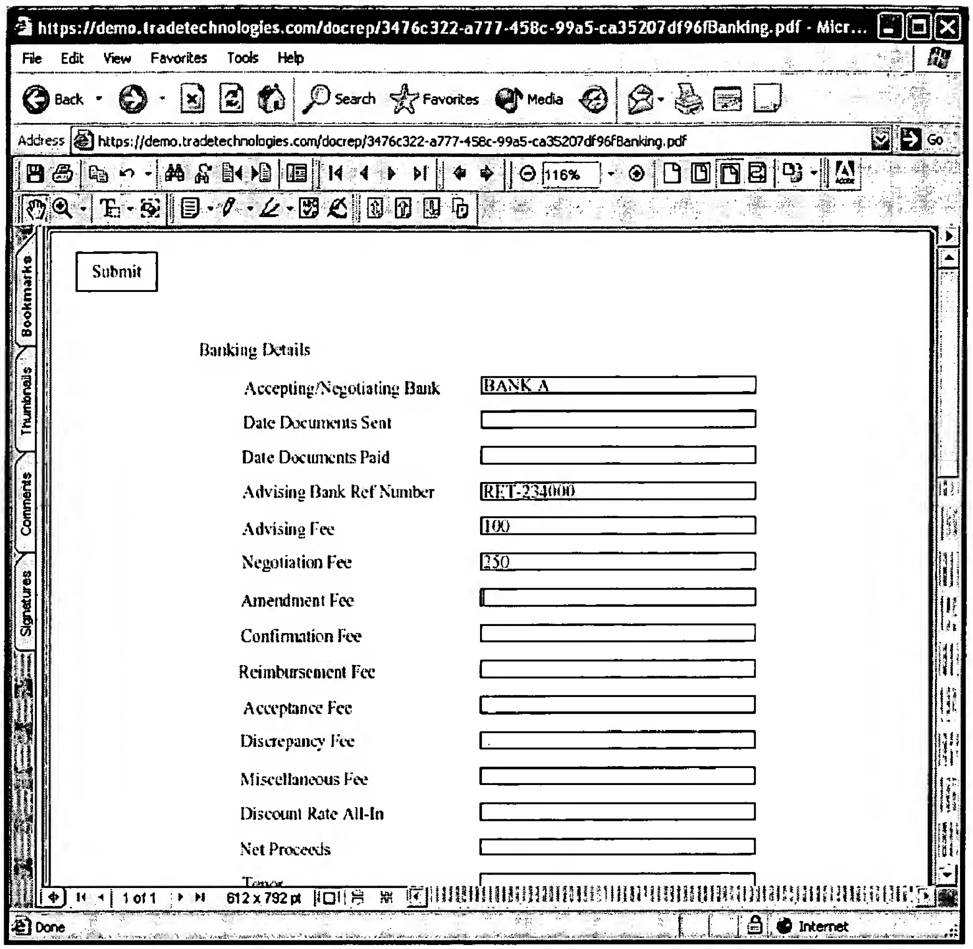


FIGURE 5.1 Example of [Reports – Banking] Data Entry Form~~Report Data from Banking Form~~

~~Example of how form info populated report.~~

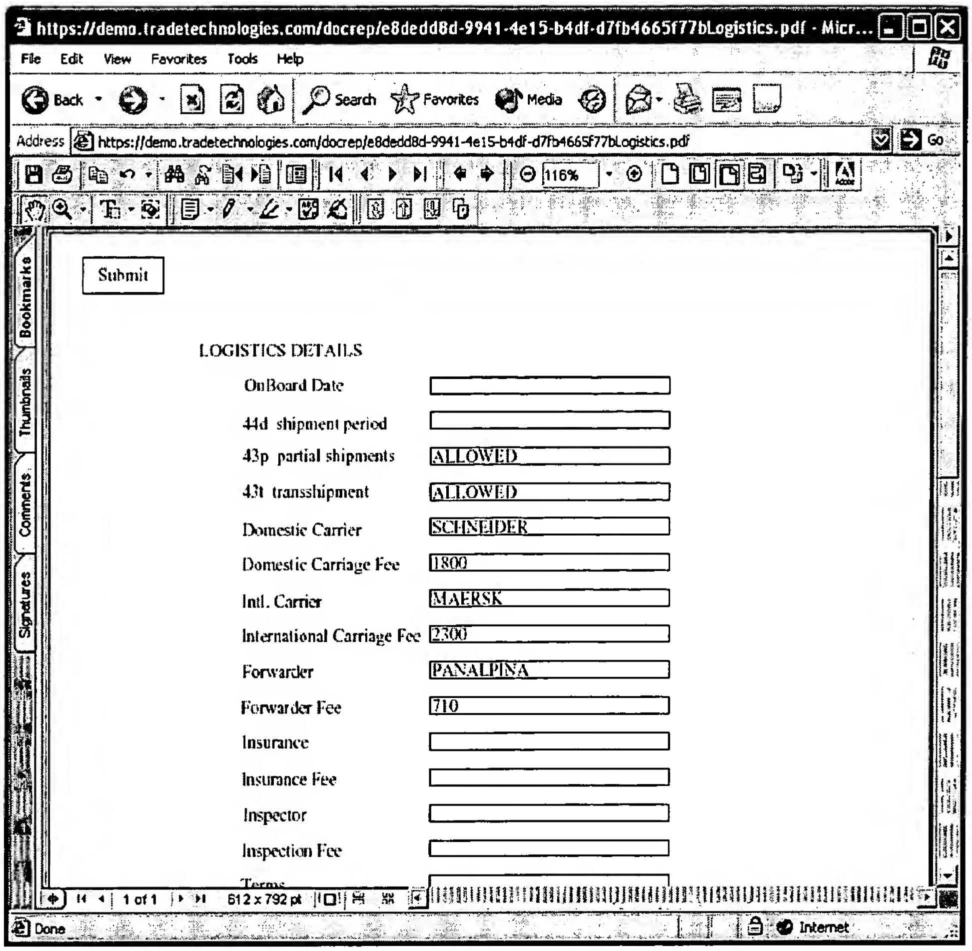


FIGURE 5.2 Example of [Reports - Logistics] Data Entry Form ~~from Logistics form~~

Entering Report Criteria

The **Reports** function is designed to allow you to customize standard report options to meet your specific reporting needs. Its flexible design allows you to enter only one criteria and timeframe to generate a report. (Should we use "only" in the previous sentence? I didn't quite follow it.) For greater reporting detail, you can enter criteria in as many fields as you wish.

The following illustrates an example of a DDM **Reports** screen and the key components for generating a report.

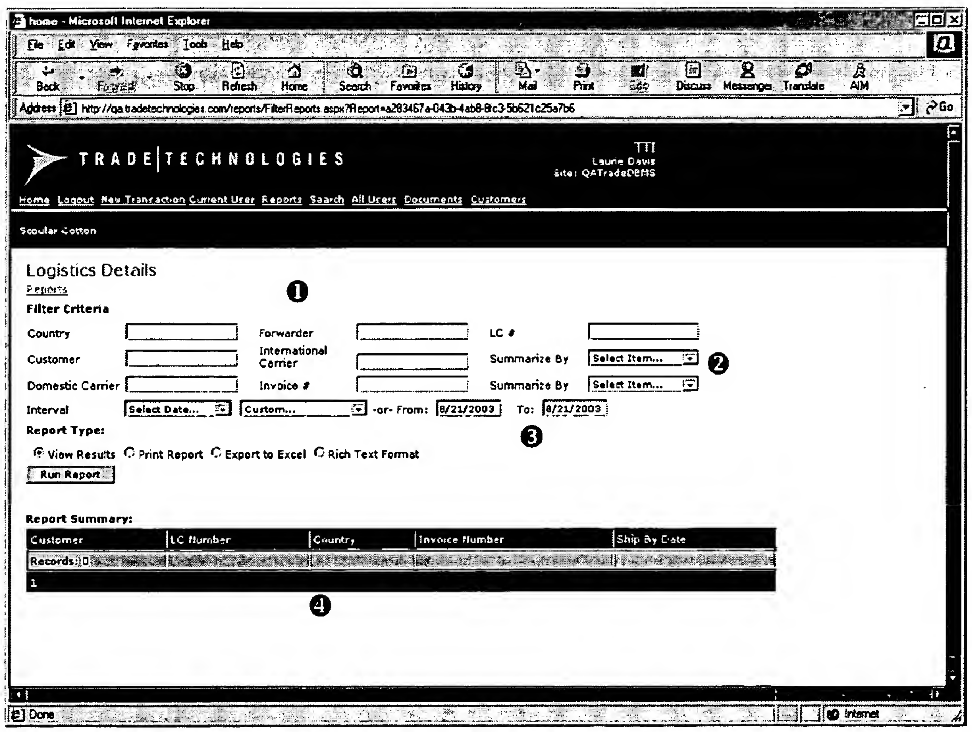


FIGURE 5.3 Example of Report Screen Components

The components of a DDM report screen include the following:

❶ **Filter Criteria** – allows you to select specific types of data you want included in the report. These field names vary by report type.

❷ **Sorting Options** - allow you to sort the data on the report by a primary and secondary type. These field names are always labeled as **Summarize By**. Examples of sorting options include country, customer, invoice number, ship-by date, LC number, and more.

❸ **Interval** - allows you to select a time period to be included in the report. You have the option to include data by transaction-specific dates, such as ship-by or onboard date, general ranges, such as last FQ or Next 120 days, or within a specific date range.

❹ **Report Type** - allows you to view the report on the screen, print the report, export the data to an Excel document, or create a digital file of the data.

❺ **View Report** - allows you to view the results of the report

To generate a report in DDM, complete the following steps:

1. Click on the **Reports** link from the Navigation Menu. The **Reports** screen displays.

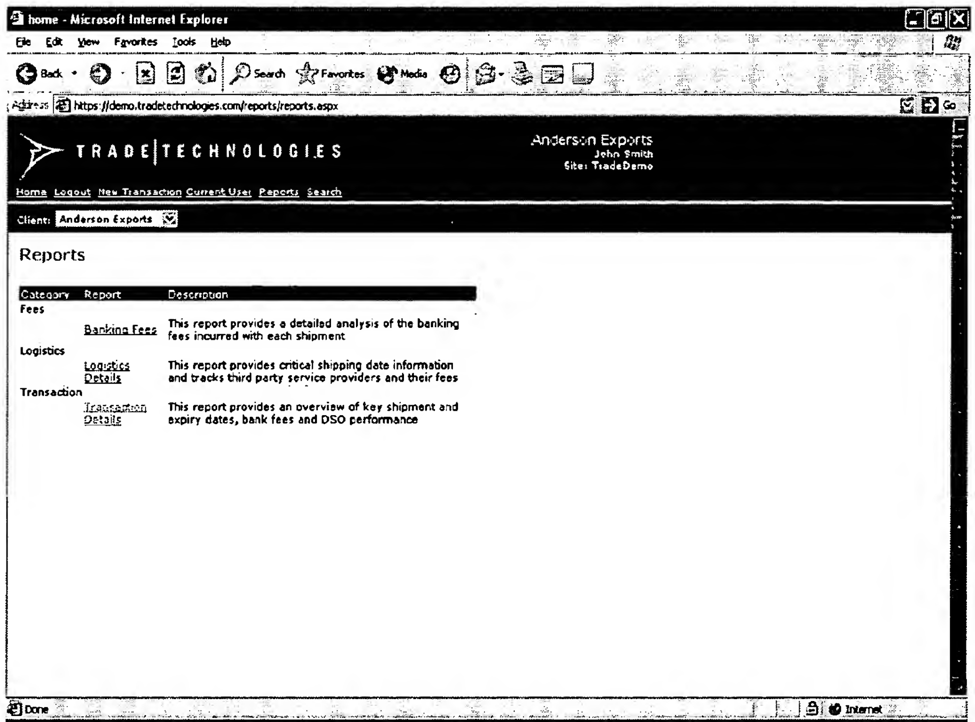


FIGURE 5.4 Reports Screen

2. Click on the name of the report you wish to generate under the **Report** column. DDM displays the appropriate report screen.

3. Enter at least one filtering criteria.

4. Press the Tab key to move to the next field if you are entering multiple filtering criteria.

5. Enter or select one date filter or date range.

6. Select a **Report Type** to indicate the format in which you want the report generated.

7. Click on the **Run Report** button. DDM automatically generates the report in the requested format.

An example of the **Transaction Details Report** is illustrated below.

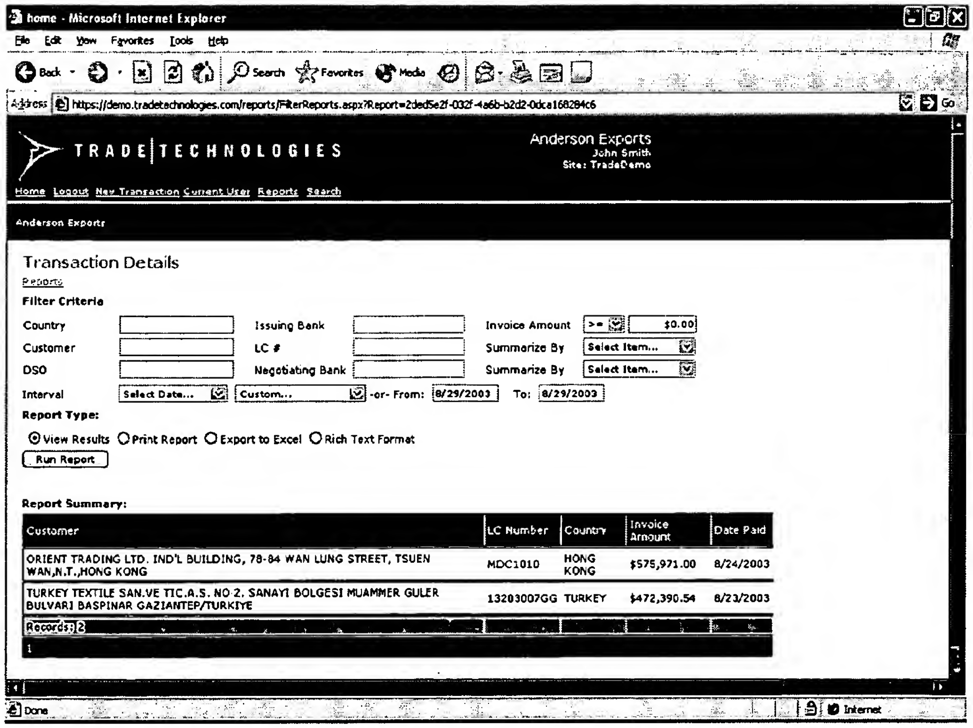
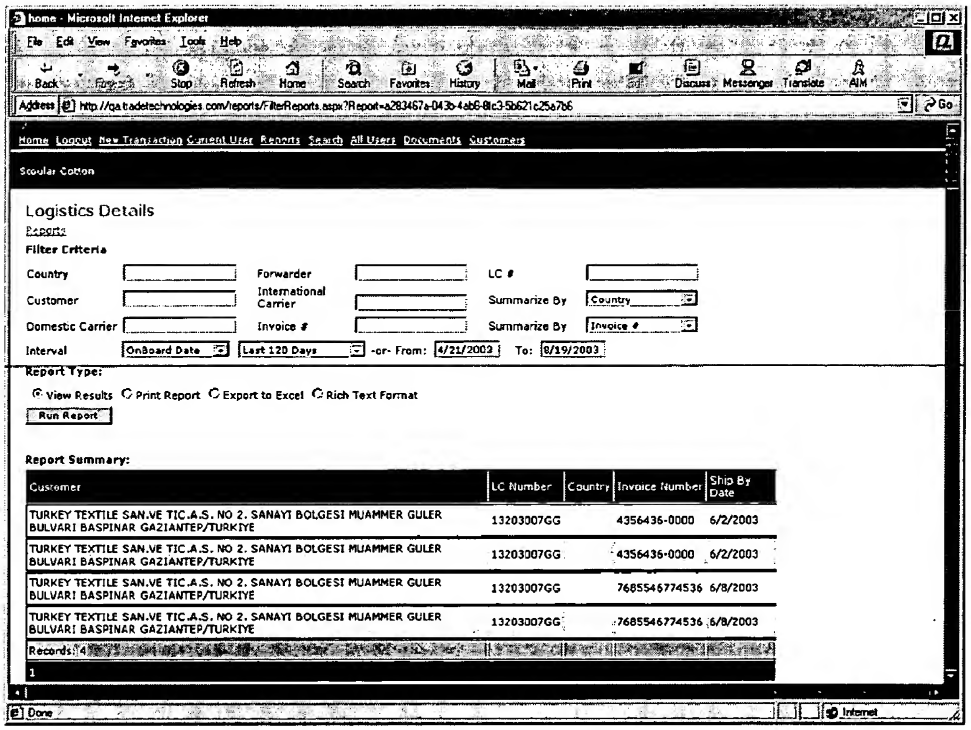


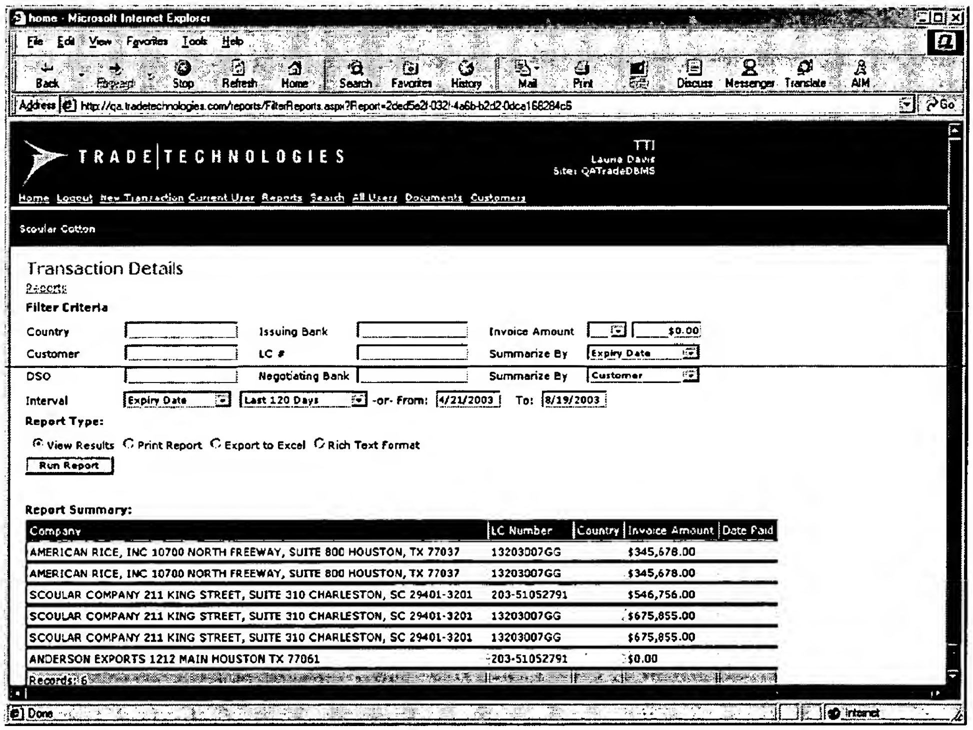
FIGURE 5.5 Example of the Transaction Details Report

~~An example of the **Logistics Details Report** is illustrated below.~~



~~FIGURE 5.6 Example of Logistics Details Report~~

~~An example of the **Transaction Details Report** is illustrated below.~~



~~FIGURE 5.7 Example of Transaction~~ Details Report

Creating Customized Reports

The **Reports** function in DDM includes the most commonly requested report types. However, any data entered into DDM can be used to generate a report. The Trade Technologies Tech Support Staff can create custom reports based on any information that can be entered into the database. If you wish to have custom reports and report forms created, please contact Trade Technologies Technical Support staff.

Appendix A

Trade Technologies Technical Support

Account Manager: Michael Stockton
Phone Number: 713.932.9865
Email Address: mstockton@tradetechnologies.com

Tech Support: Carl Brightbill
Phone Number: 806.745.5544
Email Address: support@tradetechnologies.com

Trade Technologies Contact Information

Trade Technologies, Inc. HQ
Trade Technologies, Inc
3532 Bee Cave Road, Suite 210
Austin, TX 78746
512.327.9996 (p)
512.233.2819 (f)

Trade Technologies, Inc. LC Operations
Trade Technologies, Inc
1408 Texas Avenue
Lubbock, TX 79401
806.745.5544 (p)
806.745.5566 (f)

Appendix B

Table of Figures (Some of these have changed – not many)

Appendix C

Digital Letter of Credit

~~Date:04/03/2002~~

~~OUR ADVICE NO: EX404040~~
~~LETTER OF CREDIT NO: 123456789~~
~~ISSUE DATE: 04/02/2002~~
~~AMOUNT: USD 123,240.10~~

~~BENEFICIARY:~~
~~ANDERSON EXPORTS~~
~~1000 MAIN SUITE 500~~
~~BOSTON, MA 02110~~

~~APPLICANT:~~
~~XYZ TRADING LTD.~~
~~123 YONGDANG DONG~~
~~PUSAN, KOREA~~

~~ADVISING BANK:~~
~~FIRST NATIONAL~~
~~101 MAIN STREET~~
~~BOSTON, MA 02110~~

~~ISSUING BANK:~~
~~NATIONAL AGRICULTURAL COOPERATIVE~~
~~SEOUL, KOREA~~

~~DEAR SIR/MADAM:~~
~~AT THE REQUEST OF THE ISSUING BANK INDICATED ABOVE, WE ARE ENCLOSING THEIR LETTER OF CREDIT ESTABLISHED IN YOUR FAVOR.~~

~~WE CONFIRM THIS CREDIT AND ENGAGE WITH YOU THAT ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED BY US. IT IS A CONDITION OF THIS CONFIRMATION THAT ALL DOCUMENTS REQUIRED BY THE TERMS OF THIS CREDIT MUST BE PRESENTED TO BANK ONE INTERNATIONAL CORPORATION.~~

~~PLEASE CAREFULLY EXAMINE THE CONTENTS OF THE ATTACHED LETTER OF CREDIT. TO AVOID DELAYS IN OBTAINING PAYMENT UNDER THIS CREDIT STRICT COMPLIANCE WITH ITS TERMS IS REQUIRED. IF YOU ARE UNABLE~~

~~TO COMPLY WITH THE EXISTING TERMS WE SUGGEST THAT YOU COMMUNICATE WITH THE APPLICANT IMMEDIATELY TO ARRANGE FOR ANY NEEDED AMENDMENTS.~~

~~NO PARTIES INVOLVED IN THIS TRANSACTION, OR RELATED TRANSACTIONS, MAY BE PERSONS UNDER THE US DEPARTMENT OF THE TREASURY OFFICE OF FOREIGN ASSETS CONTROL REGULATIONS.~~

~~PLEASE QUOTE OUR ADVICE NUMBER IN ALL CORRESPONDENCE WITH US REGARDING THIS CREDIT. AT NEGOTIATION, PROVIDE US WITH AN EXTRA COPY OF ALL DOCUMENTS FOR OUR FILES.~~

~~DOCUMENTS PRESENTED TO US THAT ARE IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SUBJECT LETTER OF CREDIT WILL BE FORWARDED TO THE PARTY SPECIFIED AND PAYMENT WILL BE EFFECTED NO LATER THAN 7 BANKING DAYS AFTER PRESENTATION OF DOCUMENTS IF A REIMBURSING BANK IS DESIGNATED OR 10 BANKING DAYS AFTER PRESENTATION OF DOCUMENTS IF NO REIMBURSING BANK IS DESIGNATED.~~

~~IF CHARGES ARE FOR THE ACCOUNT OF THE BENEFICIARY, THEY WILL BE DEDUCTED AT TIME OF PRESENTATION.~~

~~THIS ADVICE IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION), ICC PUBLICATION 500.~~

~~FIRST NATIONAL~~
~~--- NO SIGNATURE REQUIRED~~

~~ADVICE OF A DOCUMENTARY CREDIT~~

~~THIS IS A NON NEGOTIABLE COPY OF A LETTER OF CREDIT FOR YOUR INFORMATION ONLY. FOR FURTHER INFORMATION PLEASE REFER TO THE L/C COVER LETTER ATTACHED HEREWITH.~~

~~:40A:FORM OF DOC. CREDIT:~~
~~IRREVOCABLE~~

~~:20 :LC NUMBER:~~
~~123456789~~

~~:31C:DATE OF ISSUE:~~
~~021115~~

~~:31D:DATE/PLACE OF EXPIRY:~~
~~030416~~

~~:50 :APPLICANT:~~
~~XYZ TRADING LTD.~~
~~123 YONGDANG DONG~~
~~PUSAN, KOREA~~

~~:59 :BENEFICIARY:~~
~~ANDERSON EXPORTS~~
~~1000 MAIN SUITE 500~~
~~BOSTON, MA 02110~~

~~:32B:AMOUNT OF LC:~~
~~USD 123,240.10~~

~~:41D:AVAILABLE WITH/BY:~~
~~ANY BANK~~
~~BY NEGOTIATION~~

~~:42C:DRAFTS AT...:~~
~~AT SIGHT~~

~~:42A:DRAWEES ID:~~
~~NACFKRSEXXX~~

~~:43P:PARTIAL SHIPMENTS:~~
~~ALLOWED~~

~~:43T:TRANSSHIPMENT:~~
~~ALLOWED~~

~~:44A:SHIP FROM:~~
~~USA PORTS, U.S.A~~

~~:44B:SHIP TO:~~
~~SEOUL PORT, KOREA~~

~~:44C:LATEST SHIP DATE:~~
~~030322~~

~~:45A:DESCRIPTION OF GOODS:~~
~~HIGH GRADE PROPANOL~~
~~GRADE NO.1100N AND/OR F-120-F~~
~~AND/OR E1112 AND/OR 1102KR~~
~~AT USD510.00 PER M/TONS~~
~~CNF KOREA~~

~~:46A:DOCUMENTS REQUIRED:~~
~~+SIGNED COMMERCIAL INVOICE IN TRIPLICATE~~
~~+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT~~
~~TO THE ORDER OF NATIONAL AGRICULTURAL COOPERATIVE FEDERATION~~
~~MARKED 'FREIGHT PREPAID' AND NOTIFY ACCOUNTEE~~
~~+PACKING LIST IN TRIPLICATE~~
~~+BENEFICIARY'S CERTIFICATE STATING THAT ONE SET OF SHIPPING~~
~~DOCUMENTS INCLUDING 1/3 ORIGINAL B/L HAVE BEEN SENT TO~~
~~TAIROKU CORPORATION IMMEDIATELY.~~
~~+FAX STATEMENT IMMEDIATELY FOLLOWING SHIPMENT~~

~~:47A:ADDITIONAL CONDITIONS:~~
~~+ALL DOCUMENTS MUST REFERENCE "MAERSK LINES"~~
~~+DISCREPANCY FEE OF USD40.00 OR EQUIVALENT WILL BE DEDUCTED~~
~~FROM THE PROCEEDS OF EACH PRESENTATION OF DOCUMENTS WITH~~
~~DISCREPANCY(IES) FOR PAYMENT/REIMBURSEMENT UNDER~~
~~THIS LETTER OF CREDIT.~~
~~+T/T REIM CLAIM ENABLED~~

~~:71B:CHARGES:~~
~~+ALL BANKING CHARGES INCLUDING~~
~~REIMBURSEMENT CHARGES AND POSTAGE~~
~~OUTSIDE KOREA ARE FOR ACCOUNT OF~~
~~BENEFICIARY~~

~~:49 :CONFIRMATION INSTRUCTIONS:~~
~~CONFIRM~~

~~:78 :INST TO OTHER BANK:~~
~~+ALL DOCUMENTS SHOULD BE FORWARDED TO THE NATIONAL AGRICULTURAL~~

~~COOPERATIVE FEDERATION INTERNATIONAL BANKING DEPARTMENT~~
~~1 KA,CHUNGJEONG RO,JUNG KU,SEOUL,KOREA~~
~~IN TWO CONSECUTIVE LOTS BY REGISTERED AIRMAIL OR AIR COURIER.~~
~~+UPON RECEIPT OF DOCUMENTS IN COMPLIANCE WITH THE TERMS OF THE~~
~~CREDIT, WE WILL REMIT THE PROCEEDS AS PER YOUR INSTRUCTIONS.~~
~~+REMITTANCE COMM AND CABLE CHARGE ARE FOR ACCOUNT OF BENEFICIARY~~

~~:57D:ADVISE THRU BANK:~~
~~FIRST NATIONAL~~
~~101 MAIN STREET~~
~~BOSTON, MA 02110~~

~~:72 :SENDER/RECVR INFO:~~
~~+SUBJECT TO UCP 1993 REVISION ICC~~
~~PUBLICATION NO. 500.~~

~~END OF DOCUMENT~~

~~</FONT></PRE></TD></TR></TBODY></TABLE></FORM></PRE></BODY></HTML>~~

Date:06/03/2003

OUR ADVICE NO: EX404040

LETTER OF CREDIT NO: MDC1010

ISSUE DATE: 06/02/2003

AMOUNT: USD 202,309.90

BENEFICIARY:

ANDERSON EXPORTS

1212 MAIN

HOUSTON TX 77061

APPLICANT:

ORIENT TRADING LTD.

IND'L BUILDING, 78-84 WAN LUNG

STREET, TSUEN WAN,N.T.,HONG KONG

ADVISING BANK:

BANK A

ISSUING BANK:

HONG KONG BANK

35/F DAH SING FINANCIAL CENTRE

108 GLOUCESTER RD/ATTN:ACCTS DEPT.

WANCHAI, HONG KONG

DEAR SIR/MADAM:

AT THE REQUEST OF THE ISSUING BANK INDICATED ABOVE, WE ARE ENCLOSING THEIR LETTER OF CREDIT ESTABLISHED IN YOUR FAVOR.

WE CONFIRM THIS CREDIT AND ENGAGE WITH YOU THAT ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED BY US. IT IS A CONDITION OF THIS CONFIRMATION THAT ALL DOCUMENTS REQUIRED BY THE TERMS OF THIS CREDIT MUST BE PRESENTED TO BANK ONE INTERNATIONAL CORPORATION.

PLEASE CAREFULLY EXAMINE THE CONTENTS OF THE ATTACHED LETTER OF CREDIT. TO AVOID DELAYS IN OBTAINING PAYMENT UNDER THIS CREDIT STRICT COMPLIANCE WITH ITS TERMS IS REQUIRED. IF YOU ARE UNABLE

TO COMPLY WITH THE EXISTING TERMS WE SUGGEST THAT YOU COMMUNICATE WITH THE APPLICANT IMMEDIATELY TO ARRANGE FOR ANY NEEDED AMENDMENTS.

NO PARTIES INVOLVED IN THIS TRANSACTION, OR RELATED TRANSACTIONS, MAY BE PERSONS UNDER THE US DEPARTMENT OF THE TREASURY OFFICE OF FOREIGN ASSETS CONTROL REGULATIONS.

PLEASE QUOTE OUR ADVICE NUMBER IN ALL CORRESPONDENCE WITH US REGARDING THIS CREDIT. AT NEGOTIATION, PROVIDE US WITH AN EXTRA COPY OF ALL DOCUMENTS FOR OUR FILES.

DOCUMENTS PRESENTED TO US THAT ARE IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE SUBJECT LETTER OF CREDIT WILL BE FORWARDED TO THE PARTY SPECIFIED AND PAYMENT WILL BE EFFECTED NO LATER THAN 7 BANKING DAYS AFTER PRESENTATION OF DOCUMENTS IF A REIMBURSING BANK IS DESIGNATED OR 10 BANKING DAYS AFTER PRESENTATION OF DOCUMENTS IF NO REIMBURSING BANK IS DESIGNATED.

IF CHARGES ARE FOR THE ACCOUNT OF THE BENEFICIARY, THEY WILL BE DEDUCTED AT TIME OF PRESENTATION.

THIS ADVICE IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION), ICC PUBLICATION 500.

BANK A

NO SIGNATURE REQUIRED

ADVICE OF A DOCUMENTARY CREDIT

THIS IS A NON NEGOTIABLE COPY OF A LETTER OF CREDIT FOR YOUR INFORMATION ONLY. FOR FURTHER INFORMATION PLEASE REFER TO THE L/C COVER LETTER ATTACHED HEREWITH.

:40A:FORM OF DOC. CREDIT:

IRREVOCABLE

:20 :LC NUMBER:

MDC1010

:31C:DATE OF ISSUE:

030715

:31D:DATE/PLACE OF EXPIRY:

031002 USA

:51A:APPLICANT BANK:

HONG KONG BANK

35/F DAH SING FINANCIAL CENTRE

108 GLOUCESTER RD/ATTN:ACCTS DEPT.

WANCHAI, HONG KONG

:50 :APPLICANT:

ORIENT TRADING LTD.

IND'L BUILDING, 78-84 WAN LUNG

STREET, TSUEN WAN,N.T.,HONG KONG

:59 :BENEFICIARY:

ANDERSON EXPORTS

1212 MAIN

HOUSTON TX 77061

:32B:AMOUNT OF LC:

USD 202,309.90

:41D:AVAILABLE WITH/BY:

ANY BANK

BY NEGOTIATION

:42C:DRAFTS AT...:

AT SIGHT

:42A:DRAWEES ID:

NACFKRSEXXX

:43P:PARTIAL SHIPMENTS:

ALLOWED

:43T:TRANSSHIPMENT:

ALLOWED

:44A:SHIP FROM:

USA PORTS, U.S.A

:44B:SHIP TO:

HONG KONG PORT

:44C:LATEST SHIP DATE:

030910

:45A:DESCRIPTION OF GOODS:

DRILLING PARTS AND PRODUCTS

DESCRIPTINN QUANTITY UNIT PRICE TOTAL PRICE

DETAILS ARE AS PER INVOICE NO. 123456 OR OFFER NO.

000612, REF NO.000712-01 ISSUED BY THE HONG KONG CO.,LTD.

DATED MARCH 26.2003.

TOTAL: 336EA ORIGIN:U.S.A

FOB HONG KONG

:46A:DOCUMENTS REQUIRED:

+COMMERCIAL INVOICE IN TRIPLICATE

+BENEFICIARY'S CERTIFICATE CERTIFYING THAT FULL SET OF

ORIGINAL MULTIMODAL TRANSPORT DOCUMENT(S) HAS BEEN SENT TO YIN

QIN CO LTD. FREIGHT STATION ROOM A101, SANSHAN PORT DISTRICT,

NANHAI CITY, CHINA (TEL: 757-6705341, FAX: 757-6705342) BY

COURIER SERVICE AFTER SHIPMENT.

+CERTIFICATE OF ORIGIN ISSUED BY SHIPPER

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT
TO THE ORDER OF NATIONAL AGRICULTURAL COOPERATIVE FEDERATION
MARKED 'FREIGHT PREPAID' AND NOTIFY ACCOUNTEE

:47A:ADDITIONAL CONDITIONS:
+ALL DOCUMENTS MUST REFERENCE CONTRACT NUMBER 65324879-009234
+DISCREPANCY FEE OF USD40.00 OR EQUIVALENT WILL BE DEDUCTED
FROM THE PROCEEDS OF EACH PRESENTATION OF DOCUMENTS WITH
DISCREPANCY(IES) FOR PAYMENT/REIMBURSEMENT UNDER
THIS LETTER OF CREDIT.
+T/T REIM CLAIM ENABLED

:71B:CHARGES:
+ALL BANKING CHARGES INCLUDING
REIMBURSEMENT CHARGES AND POSTAGE
OUTSIDE HONGKONG ARE FOR ACCOUNT OF
BENEFICIARY

:49 :CONFIRMATION INSTRUCTIONS:
CONFIRM

:78 :INST TO OTHER BANK:
+ALL DOCUMENTS SHOULD BE FORWARDED TO THE NATIONAL AGRICULTURAL
COOPERATIVE FEDERATION INTERNATIONAL BANKING DEPARTMENT
1-KA,CHUNGJEONG-RO,JUNG-KU,SEOUL,KOREA
IN TWO CONSECUTIVE LOTS BY REGISTERED AIRMAIL OR AIR-COURIER.
+UPON RECEIPT OF DOCUMENTS IN COMPLIANCE WITH THE TERMS OF THE
CREDIT, WE WILL REMIT THE PROCEEDS AS PER YOUR INSTRUCTIONS.
+REMITTANCE COMM AND CABLE CHARGE ARE FOR ACCOUNT OF BENEFICIARY

:57A:ADVISE THRU BANK:
BANK A

:72 :SENDER/RECVR INFO:

+SUBJECT TO UCP 1993 REVISION ICC

PUBLICATION NO. 500.

END OF DOCUMENT